

**BY ORDER OF THE COMMANDER,
374TH AIRLIFT WING**



AIR FORCE INSTRUCTION 21-101

**374TH AIRLIFT WING COMMAND
Supplement 1**

15 NOVEMBER 2005

Maintenance

**AEROSPACE EQUIPMENT MAINTENANCE
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 374 MXG/MXQ (Capt A. Grafton)
and 374 MXG/MXQ (SMSgt T. Hughes)
Supersedes PACAFI21-101_374AWSUP1,
3 December 2001

Certified by: 374 MXG/CC (Col M. O. Riddle)

Pages: 74
Distribution: F

AFI21-101, 1 June 2004, is supplemented as follows. This supplement applies to the 374th Operations Group (374 OG), 374th Maintenance Group (374 MXG), and other 374th Airlift Wing (374 AW) organizations providing support to aircraft maintenance functions. It also applies to the 730th Air Mobility Squadron (730 AMS). See **Attachment 1** for a glossary of abbreviations and acronyms.

SUMMARY OF REVISIONS

This document is substantially revised from previous edition and must be completely reviewed. Renumbers paragraph numbers through this supplement. Updated office symbols. Deleted 374 AW Information Management Tool (IMT) 32, **Inspection Document**. A bar (|) indicates revision from the previous edition

1.8.5.1. The 374 AW has two contracted maintenance programs. Helicopter maintenance is a Major Service (MS) contract let by the Headquarters (HQ) Air Force Space Command (AFSPC) and the 21st Contracting Squadron (21 CONS) at Peterson Air Force Base (AFB), CO. The Functional Area Chief (FAC) is the 20th Air Force Director of Helicopters (20 AF/DOH) at F. E. Warren AFB, WY. Both agencies are responsible for the implementation and inspection of UH-1N maintenance contract issues and quality assurance evaluator (QAE) programs. C-21 maintenance is a contract logistics support (CLS) contract led by HQ Air Mobility Command (AMC) at Scott AFB, IL, and Oklahoma City Air Logistics Center (OC-ALC) at Tinker AFB, OK. Both agencies, through HQ Pacific Air Forces Airlift and Support Aircraft Section (PACAF/LGMFA), are responsible for implementation and inspection of all C-21 contract issues and quality assurance representative (QAR) programs. This instruction is applicable only to the extent incorporated in the UH-1N and C-21 statement of work (SOW).

2.3.1.32.1. (Added) In Accordance with (IAW) PACAFI 10-2101, *Pacific Air Mobility Operations*, 65 percent of possessed aircraft will be provided to operations on a daily basis, leaving 35 percent for sched-

uled and unscheduled maintenance. The 374 MXG/CC will approve situations where the 65% level is exceeded.

2.3.1.32.2. (Added) The minimum T-56 engine spare level will be the War Reserve Materiel (WRM) engine requirement. When engine spare levels fall below the WRM spare level, 374th Maintenance Squadron (374 MXS) supervision will develop a plan to bring spare levels to the minimum level.

2.3.1.32.3. (Added) The minimum levels of Aerospace Ground Equipment (AGE) required for use by both PACAF and AMC units operating at Yokota Air Base (AB) will be developed by the appropriate user and approved by the 374 MXG/CC. When the quantity of a particular type of AGE falls below the minimum level, 374 MXS supervision will develop a plan to return the AGE to the minimum level.

2.3.1.32.4. (Added) The minimum level of vehicles used in the 374 MXG will be developed by the owning squadrons and approved by the 374 MXG/CC before submitting to the 374th Mission Support Group (374 MSG) for inclusion in the wing minimum essential vehicle listing.

2.3.1.67. The 374 MXG awards and recognition program will fall in line with established Air Force, PACAF and 374 AW award instructions. The 374 MXG Superintendent will be the Point of Contact (POC) for dissemination, suspense, board requirements and all other associated activities needed to implement the program. The 374 MXG/CC is the final approval authority for all group-level awards and those forwarded for further competition to the 374 AW or other outside agency.

2.3.1.87.1. (Added) The standard flying hour window for C-130 training missions is Monday through Friday between 0600 and 2200. Training missions flown on Saturday and Sunday require the approval of the 374 AW/CC or 374 AW Vice Commander (374 AW/CV). The standard launch and recovery window for C-130 Transportation Working Capital Fund (TWCF) missions is daily between the hours of 0600 and 2200.

2.3.1.87.2. (Added) The standard turn time for local C-130 training missions is four hours, however 374th Aircraft Maintenance Squadron (374 AMXS) maintenance supervision has the freedom to determine if shorter or longer turn-times will be utilized on a case-by-case basis. Turn times for enroute C-130 missions will be determined IAW AFI 11-2C-130, Volume 3, *C-130 Operations Procedures*.

2.3.1.88. Time Compliance Technical Orders (TCTO) that require personnel to accomplish maintenance outside of established T.O. procedures will be identified during the scheduled TCTO meeting prior to implementation. At that time all training requirements and steps for documentation and validation of the training will be established. TCTO implementation will not begin until the 374 MXG/CC reviews and concurs with the training plan established during the meeting.

2.3.1.89. If a fire occurs in a hangar, it is imperative that all aircraft be removed from the hangar and endangered vicinity as soon as possible unless the fire suppression system has already been activated. The following procedures will meet the requirement to provide pre-planned emergency and precautionary measures for the removal of aircraft in the event of a fire in an area that jeopardizes the aircraft's safety.

2.3.1.89.1. (Added) If not immobilized, aircraft in hangars without fire-suppression systems installed will have a means of removal from the hangar available. Either snatch cables or a towbar will be attached. When possible, an aircraft tow vehicle will be positioned in the hangar as well.

2.3.1.89.2. (Added) Aircraft immobilized in hangars on jacks, cribs, etc., will not interfere with the emergency removal of any other aircraft.

2.3.1.89.3. (Added) Take the following emergency actions in the event of a fire in the proximity of any aircraft:

2.3.1.89.3.1. (Added) Ensure everyone in the vicinity is aware of the fire and promptly follows the appropriate evacuation procedures.

2.3.1.89.3.2. (Added) Anyone discovering a fire will report it immediately to 374th Civil Engineer Squadron Fire Emergency Services Flight (374 CES/CEF) or the Maintenance Operations Center (MOC), providing all information concerning the fire. Notify by Land Mobile Radio (LMR) or telephone. The MOC will ensure 374 CES/CEF has been notified.

2.3.1.89.3.3. (Added) Evacuate all aircraft and equipment in the vicinity of the fire as required.

2.3.1.89.3.4. (Added) Have available personnel operate fire-fighting equipment. Assemble a tow vehicle and tow team at a location designated by the production supervisor (Pro Super) for possible aircraft evacuation. Aircraft tow decisions will be made by the on-scene commander.

2.3.1.89.4. (Added) MOC will notify the 374 CES/CEF, 225-9231, when aircraft are hangared. Provide aircraft type and location.

2.3.1.90. (Added) Procedures for effective Crashed, Damaged, or Disable Aircraft Repair (CDDAR) removal and training can be found in 374 AWI 21-107, *Aircraft Crash Recovery*.

2.3.3.5. (Added) The 374 MXG Superintendent, in conjunction with the squadron chiefs, will rotate personnel to and from the flight line and back shops as required to maintain skill proficiency and expertise. Attention will also be paid to length of time individuals remain on each shift to equally distribute and utilize skills and proficiencies within each squadron.

2.4.27. (Added) Develops orientation program for newly assigned personnel. As a minimum, items listed in AFI 21-101, paragraph 2.3.1.40. will be covered. The program will be approved by the 374 MXG/CC. This is not applicable to contractors.

2.6.1. Flight Commander/Chief (or appointed civilian representative) responsibilities for T.O.s:

2.6.1.1. (Added) Ensure technical order distribution account (TODA) custodians are designated in writing and properly trained.

2.6.1.2. (Added) Ensure responsible individuals are designated on an official memorandum to pick up classified T.O.s if applicable.

2.6.1.3. (Added) Ensure TODAs are properly maintained in the absence of the primary and alternate custodians.

2.6.1.4. (Added) Submit a copy of the local job guide (LJG), local checklist (LCL), local work card (LWC), or local page supplement (LPS) and a memorandum of justification to quality assurance (QA) when requesting a new LJG, LCL, LWC, or LPS.

2.6.1.5. (Added) At the request of the technical order distribution office (TODO), ensure LJG, LCL, LWC, and LPS are reviewed for applicability.

2.6.1.5.1. (Added) LJG, LCL, and LPS will be prepared on 374 AW IMT 8, **Local Checklist/Page Supplement/Job Guide Title Page**, and 374 AW IMT 8a, **Local Checklist/Page Supplement/Job Guide Data Page**. LWC will be prepared on 374 AW IMT 9, **Local Workcard Title Page**, 374 AW IMT 9a, **Local Workcard Introduction Page**, and 374 AW IMT 9b, **Local Workcard Data Page**.

2.6.55. (Added) Annually review job standard numbers (JST) and preprinted forms and forward suggested corrections to QA for review and coordination. Upon completion, QA forwards a copy to Wing Plans Scheduling and Documentation (PS&D) Section for input into Integrated Maintenance Data System (IMDS). A final product will be maintained by QA.

2.7.18. Ensures personnel are qualified and AF IMT 623, **Individual Training Record Folder**, is signed and dated prior to personnel performing maintenance and signing off aircraft AFTO 781, **ARMS Aircrew/Mission Flight Data Document**, series forms.

3.8.18. (Added) 374 AMXS Debrief Section will:

3.8.18.1. (Added) Upon receipt of AFTO IMT 781 from the aircrew, verify its accuracy before entering the flight data into Maintenance Information System (MIS).

3.8.18.2. (Added) Enter all flight data into the MIS database as soon as possible. Off-station maintenance personnel will fax back all appropriate forms to 374 AMXS Debrief and/or Pro Supers. Maintenance personnel returning from off-station missions will debrief their missions as soon as possible, not later than (NLT) 1 day after returning.

3.8.18.3. (Added) Ensure MIS, aircraft forms, and flight management data matches daily.

3.8.18.4. (Added) Ensure all AFTO IMT 781s for the previous month have been entered into MIS and verified with flight management sections NLT the 3rd duty day of each month.

3.8.18.5. (Added) After processing the MIS debrief input, verify that all information processed matches the AFTO IMT 781, make corrections as necessary prior to forwarding to the 36th Airlift Squadron Flight Management Section (36 AS/DOA). If the AFTO IMT 781 is correct, initial the maintenance review block (block 33), make a copy of the AFTO IMT 781 and forward to the Flight Management Section.

3.8.18.6. (Added) All copies of AFTO IMT 781s will be maintained by the debrief section until the Accomplishment Utilization Report (AUR) verification is complete.

3.8.18.7. (Added) Ensure a corrected AFTO IMT 781 is completed in the event an aircrew requests a change to an AFTO IMT 781 after it has been forwarded.

3.8.18.7.1. (Added) Debrief Section will annotate the AFTO IMT 781 "Corrected Copy" with a note identifying which AFTO IMT 781 it is replacing.

3.8.18.7.2. (Added) Debrief Section will make applicable corrections in MIS, and forward a copy to the Flight Management Section.

4.6.4.1.4.1. (Added) In order to support work centers requiring confined space entry, work centers will comply with the provisions in 374 MXS Fuel Systems Repair (374 MXS/MXMCF) Master Entry Plan for Confined Space Entry for Fuel Cell Maintenance and safety precautions in T.O. 1-1-3, *Inspection and Repair of Aircraft Integral Tanks and Fuel Cells*, when assisting 374 MXS/MXMCF.

4.6.4.1.6.1. (Added) All parking spots can be used for fuel system maintenance not requiring open lines in dry bays, open fuel cells, or a confined space entry.

4.6.4.1.6.1.1. (Added) (C-130 Only) As a preventive measure to reduce fuel cell maintenance required for the auxiliary (aux) tanks, maintenance personnel will ensure a minimum of 2,500 lbs. fuel load is kept in each aux tank. If the aux tank is emptied for any reason (i.e., fuel distribution for flight, fuel leak), then an INFO NOTE will be entered in the AFTO IMT 781A, **Maintenance Discrepancy and Work Document**, indicating the date and time the tanks were emptied. This entry will remain open in the aircraft

forms until the aux tanks are fueled. It is recommended that aux tanks not remain empty for a period to exceed 72 hours. This should prevent the drying of bladder and seals.

4.6.4.1.6.1.2. (Added) Building 1503 (Hangar 20) is the primary fuel system maintenance location. The alternate fuel cell repair area is hardstand G-20, and the Takeoff Rated Thrust (TRT) spot for large wing aircraft. The area by hardstand G-20 on Hotel Taxilane is for repair of aircraft too large for the parking spots and building 1503. For safety, the primary location will be used for all C-130, C-141, and KC-135 aircraft. If the primary location is occupied or unavailable (i.e., civil engineering maintenance), the alternate location will be used as appropriate. 374 MXG/CC or Deputy Commander (CD) will approve fuel cell maintenance areas in coordination with 374 CES/CEF, 374 AW Safety (374 AW/SE), 374th Operations Support Squadron Airfield Management (374 OSS/OSAM), 374th Aerospace Medicine Squadron Bioenvironmental Engineering Flight (374 AMDS/SGPB), and the noncommissioned officer in charge (NCOIC), Fuel Systems Repair (374 MXS/MXMCF) if primary and alternate locations are unavailable.

4.6.4.1.6.1.3. (Added) Separation distances between fuel systems repair areas/facilities and aircraft radar should be provided in the system's T.O.s. If the system's T.O.s are not available or do not contain separation distance, then 300 feet (100 feet when using a dummy load) is the required minimum. Refer to T.O. 31Z-10-4, *Electromagnetic Radiation Hazards*, for additional information.

4.6.4.1.9. Fuel Systems Repair personnel will contact the 374 CES/CEF at 225-9231 prior to a fuel cell repair team making a confined space entry into a fuel cell. Provide aircraft type, location, entry time, and expected duration.

4.11.3.5.1. (Added) Responsibilities of 374 MXS Repair and Reclamation (R&R).

4.11.3.5.1.1. (Added) R&R element will perform the following maintenance actions:

4.11.3.5.1.1.1. (Added) Remove, install, troubleshoot and rig the following C-130 aircraft systems:

4.11.3.5.1.1.1.1. (Added) Flight control surfaces and flight control systems mechanical components.

4.11.3.5.1.1.1.2. (Added) Main landing gear system mechanical components and shelf bracket.

4.11.3.5.1.1.1.3. (Added) Nose landing gear mechanical components up to and including the trunnion caps.

4.11.3.5.1.1.1.4. (Added) Nose landing gear steering system mechanical components.

4.11.3.5.1.1.1.5. (Added) Engine throttle control system mechanical components from the control stand up to the engine firewall.

4.11.3.5.1.1.1.6. (Added) Engine condition control system mechanical components from the control stand up to the engine firewall.

4.11.3.5.1.1.1.7. (Added) Cargo ramp and system mechanical components.

4.11.3.5.1.1.1.8. (Added) Parking brake system mechanical components.

4.11.3.5.1.1.1.9. (Added) Ground test valve system mechanical components.

4.11.3.5.1.1.2. (Added) Perform operational checks, as required, after R&R element maintenance actions.

4.11.3.5.1.1.3. (Added) Provide R&R support for C-130 aircraft launches as required.

4.11.3.5.1.1.4. (Added) Establish the required level of capability for aircraft crash recovery.

4.11.3.5.1.1.5. (Added) Perform in-shop maintenance and overhaul of C-130 aircraft wheel and tire assemblies IAW AFI 21-101, paragraph 4.11.4.

4.11.3.5.1.1.6. (Added) Perform R&R-specific inspection cards on major and minor isochronal (ISO) inspections.

4.11.3.5.2. (Added) Procedures for flight control maintenance:

4.11.3.5.2.1. (Added) When a reportable flight control malfunction is discovered, the MOC will:

4.11.3.5.2.1.1. (Added) Notify 374 AW Command Post (374 AW/CP) to have the aircraft commander remain with the aircraft.

4.11.3.5.2.1.2. (Added) Request R&R, guidance/control, pneudraulics, and Electro/Environmental (EL/EN) technicians on duty, in addition to the appropriate Pro Super, meet the aircraft or appear at crew debrief.

4.11.3.5.2.2. (Added) When an aircraft has been impounded due to a flight control malfunction, follow additional procedures listed under paragraph **11.13. (Added)** of this supplement.

4.11.7. The 374 MXS Transient Alert Section (374 MXS/MXMTT) is responsible for recovering, servicing, inspecting, maintaining, and launching transient aircraft.

4.11.7.12.1.1. (Added) 374 MXS/MXMTT will perform portions of the conventional loading checklist to include those procedures performed immediately prior to launch and safing. Training will be coordinated through Osan AB Weapons Standardization for F-16 and A-10 aircraft, and through Kadena AB Weapons Standardization for F-15 aircraft.

4.11.7.12.1.2. (Added) Arm/De-arm and Parking Procedures for Transient Fighter Aircraft:

4.11.7.12.1.2.1. (Added) Arm/de-arm and end of runway (EOR) of explosives-loaded aircraft or armed gun will be performed at the designated arm/de-arm area at the EOR. Arm/de-arm and EOR of aircraft loaded with inert or captive munitions to include impulse cartridges and chaff/flare will be performed on the transient aircraft-parking ramp (Bravo Ramp).

4.11.7.12.1.2.2. (Added) Parking of explosives-loaded aircraft will be coordinated through Airfield Management (374 OSS/OSAM). Explosives-loaded aircraft with forward firing ordnance will be parked on Hardstands 5035, 5036, 5037, and 5038, facing east towards the berm. Explosives-loaded aircraft without forward firing ordnance will be parked on Hardstands 5122A, 5033A, 5083A, and 5094A. Alternate parking of explosives-loaded aircraft must be approved by the 374 AW/SE.

4.11.7.15. (Added) Transient Maintenance Procedures. When maintenance on transient aircraft exceeds Transient Alert (TA) capability the following procedures will apply.

4.11.7.15.1. (Added) For transient C-130 aircraft not under Operation VOLANT SHOGUN: TA will ensure transient aircraft status changes are reported to the MOC (refer to AFI 21-101). TA will contact the 374 MXS Pro Super to coordinate specialist assistance with the 374 AMXS.

4.11.7.15.2. (Added) If heavy maintenance is required that will take an extended period of time, then a maintenance recovery team (MRT) will be requested from the transient C-130's home station unit.

4.11.7.15.3. (Added) If the 374 AMXS does not have the required specialists, the 374 AMXS Pro Super will request specialist support for transient aircraft from the 374 MXS Pro Super. If the 374 MXS personnel are not available to work the transient aircraft at the time requested, the MOC, in consultation with the

374 MXG/CD if necessary, will determine the priority and who will perform the work. In all cases, TA will act as the expeditor.

4.11.7.15.4. (Added) For transient C-130 aircraft under Operation VOLANT SHOGUN. When maintenance support from a VOLANT SHOGUN C-130 is beyond the capabilities of the deployed maintenance team, the 374 AMXS will provide necessary support for those deployed aircraft. The 374 AMXS is responsible for all host base maintenance support of C-130 aircraft under Operation VOLANT SHOGUN flying out of Yokota AB.

4.11.7.15.5. (Added) For Transient Heavy Aircraft (Not C-130 Aircraft). IAW TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policy and Procedures*, if TA cannot accomplish the required inspections, servicing, or repairs because of a lack of qualified personnel, facilities, or material, and the Aircraft Commander (AC) does not wish to continue the flight without accomplishment of these items, the AC will contact the home station of the aerospace vehicle to request assistance. TA or the aircraft crew chief will contact the PACAF Air Mobility Operations Control Center (AMOCC), DSN 448-8856 for PACAF aircraft, or the Logistic Readiness Center at DSN 312-779-1963 for AMC aircraft to coordinate the required maintenance.

4.11.7.15.6. (Added) For C-130 aircraft flying missions from Yokota AB (non-transient):

4.11.7.15.6.1. (Added) C-130 aircraft flying AMC missions from Yokota AB and returning (hub and spoke missions) are not considered transient aircraft under the definition of AFI 21-101.

4.11.7.15.6.2. (Added) IAW the AMC/PACAF Command-to-Command agreement, June 2002, Section F (Logistics), Air National Guard (ANG), Air Force Reserve Command (AFRC), or AMC active C-130 aircraft flying AMC or PACAF missions will be supported as transient aircraft while on Yokota AB using transient aircraft procedures outlined in AFMAN 23-110, *USAF Supply Manual*.

4.11.7.15.6.3. (Added) To ensure proper maintenance support is planned for and provided, 374 AMXS and 374 MXS maintenance supervision and the MOC will ensure they are involved with the planning of C-130 deployments to Yokota AB for the purpose of flying missions from Yokota AB.

4.11.7.15.6.3.1. (Added) If a maintenance support team is deployed with the deployed C-130s, maintenance support will transfer to that deployed team. Additional support will be requested through the 374 AMXS Pro Super.

4.13.3.1.7. Due to the lack of Oil Analysis Program (OAP) capability at Yokota AB, samples will be sent out to a Joint Oil Analysis Program (JOAP)-capable base (Atsugi Naval Air Station [NAS], Misawa AB, Osan AB, etc.) for analysis as required.

5.5.1.16. 374th Maintenance Operations Squadron Engine Management (EM) (374 MOS/MOE) will be the focal point for engine related data inputs if IMDS and Comprehensive Engine Maintenance System (CEMS) are down for extended times. If down for an extended time, EM will coordinate with 374 MXS and 374 AMXS and issue Engine and Part Number change spreadsheets. These spreadsheets will be turned in at the end of the duty day. EM will input all information when the system is up NLT the next duty day. If CEMS is down, EM will keep all IMDS Screen 128 for engine maintenance actions. All information will be entered NLT the next duty when CEMS is up.

5.5.1.17. Assignment of deployed engine manager/monitor: 374 AMXS Maintenance Superintendent will appoint a deployed engine monitor at least 3 duty days before departure. EM will brief and provide a training/continuity package at least 1 duty day prior to departure. The deployed EM will report to 374 MOS EM Section for briefing and training/continuity package at least 1 duty day before departure. The

deployed EM will maintain accountability for deploying engines and its individual components. The deployed EM will contact 374 MOS EM when any change takes place (i.e., engine or component removals or installation and flying hour changes) and will complete engine/component change sheets for all serially-controlled components that are removed or installed. The deployed EM will ensure the return transportation of engines and will hand deliver any documentation to the 374 MOS EM Section upon returning to home station, ensuring all IMDS documentation is completed.

5.5.1.20.2. 374 MOS EM will report engine status daily using the MIS in the AF Portal NLT 0900 local time. EM will provide engine serial number and transportation control numbers (TCN) to HQ PACAF/LGMFE for all shipments within 24 hours after engine has been shipped and will identify all engine shipments with Special Project Code 449, nickname Corral Shannon on DD Form 1149, **Requisition and Invoice/Shipping Document**. EM will obtain HQ PACAF/LGMFE approval before transferring PACAF serviceable/repairable engines between commands.

5.6. Maintenance Supply Liaison (MSL) Section. Supply personnel have been assigned to various units within the maintenance complex. Workcenter maintenance supply support personnel are trained in supply procedures to provide dedicated supply support. However, MSL is still responsible for the overall maintenance and supply interface.

5.6.2.8. QA provides an augmentee to assist MSL with the surveillance.

5.6.2.9. Wing Maintenance Supply Liaison (WMSL) will solicit and consolidate inputs from all squadrons to initiate a quick reference list (QRL). WMSL distributes the QRL to appropriate workcenters, including the Aircraft Parts Store. Maintenance of the QRL is a joint effort between maintenance and supply. Review and validation are accomplished as required, but at least semiannually. Maintenance activities submit proposed QRL additions to the MSL, identifying addition by stock and part number, work unit code, and T.O. figure and index number.

5.8.13.1. (Added) Maintenance Data System Analysis (MDSA) is tasked with consolidating slides for the 374 MXG daily standup, the wing daily standup, the daily production meeting, weekly, and monthly slideshows. All agencies tasked with providing slides for consolidation are responsible for their accuracy and completeness. Slides will be electronically mailed to the MDSA organizational box, at 374 MOS Core Automated Maintenance System (CAMS) Analysis, NLT 15 minutes prior to each meeting's start time.

5.8.19.2.1.1. (Added) Prior to squadrons' deployments/temporary duties (TDY), laptops and/or Personal Computers (PC) must be configured to accommodate IMDS Terminal Identifications (TID). The MDSA will provide the TIDs. Computers will not be able to connect to the IMDS website without a previously-loaded TID. Users are required to complete a "Request for IMDS Access" (attachment 2) and submit to the MDSA database manager (DBM) section at least one month prior to departure (or as soon as the TDY is known). If home station computers have been previously configured with IMDS, the Request for IMDS Access form is not required.

5.8.19.2.1.2. (Added) Proper planning and pre-coordination will ensure IMDS connectivity prior to arrival at deployed locations. Maintenance Supervision must contact the DBM prior to scheduled deployments/TDYs where access to the IMDS will be required.

5.8.19.2.1.3. (Added) If deploying to a location with no existing capability, the squadron representative and MDSA DBM will meet with personnel from the 374th Communications Squadron (374 CS) to develop procedures for connectivity as soon as the squadron is aware of the commitment. One week prior to deploying, the squadron scheduler, squadron debriefer, MOC representative and MDSA DBM will

meet to discuss sortie line numbers to be used, manual job numbers, debriefing procedures, manual procedures in the event of IMDS outage etc.

5.8.19.4.1. (Added) All requests for the addition or deletion of work center mnemonic codes must be accomplished on a IMDS work center Mnemonic Creation or Deletion Request Letter (Attachments 3 and 4 respectively). Letter will be sent to the MDSA DBM section that will coordinate with the 374 MOS Programs Flight (374 MOS/MXOP) and update the IMDS database. See attachment 5 for a list of authorized mnemonic codes.

5.8.19.4.2. (Added) Adding, changing or deleting IMDS Work Center Mnemonic codes will not be permitted, unless authorized by 374 MOS/MXOP.

5.8.19.4.3. (Added) 374 MOS/MXOP will notify the DBM section when an addition, modification, or deletion is authorized. At that time, DBM will update the IMDS Database. IMDS users will be notified of all approved work center mnemonic changes, via a system broadcast, a posted message in IMDS and/or via e-mail.

5.8.20.4.3. (Added) At a deployed location, the deployed analyst will retrieve completed printouts of screen 167 (Automated Debriefing Discrepancy) or AFTO IMT 349, **Maintenance Data Collection Record**, for each sortie from debrief. The deployed analyst will record the information into an excel spreadsheet, then e-mail or fax the completed spreadsheet back to the wing analysis section, at home station. PS&D will provide analysis with the completed schedule one hour prior to the sortie first go.

5.8.20.5.17.1.1. (Added) The DBM will contact the appropriate subsystem managers and agencies to relay any IMDS unscheduled downtime. It is the responsibility of each section supervisor to maintain blank copies of any pertinent IMDS screens along with AFTO IMT 349 in the event IMDS is not available. At deployed locations, maintenance technicians must annotate all work on AFTO IMT 349 or equivalent and provide copies to the analyst.

5.8.20.5.17.1.2. (Added) At the deployed location, during IMDS outages, the last resort is to provide all documentation to the deployed analyst to bring back to home station for IMDS input by the responsible work center. All entries into IMDS should be completed within three duty days after return to home station or whenever IMDS become available, whichever comes first. Manual backup procedures for accumulating data when IMDS is unavailable and prior to squadrons' deployment are as follows:

5.8.20.5.17.1.2.1. (Added) As a minimum print 10 copies of the following screens:

#161 Debriefing discrepancy (assigned aircraft)

#163 Debrief flight data

#355 Operational utilization update

#164 Capability code update

#167 Automated debriefing discrepancy

#350 Deviation load/change/delete

#168 Repeat/recur load

STATUS

#333 Status update

#337 Status correction

JOB DATA DOCUMENTATION

#914 On-equipment maintenance

#917 Off-equipment maintenance

5.8.20.5.17.1.3. (Added) While at the deployed location, analysts must fax copies of completed, pre-printed IMDS screens to the MOC.

5.8.20.5.17.2.1. (Added) Manual job control numbers (JCN) will be nine digits. The first two digits are the last two digits of the calendar year. The next three digits are the Julian date. The last four are the appropriate assigned block number. Manual JCNs will not be used except, during redball maintenance when IMDS is down or unavailable.

5.8.20.5.17.2.2. (Added) All manual JCNs will be entered into IMDS for job data collection purposes within one duty day (or) after IMDS is returned to an operational status. Each work center will ensure manual jobs previously closed out in IMDS are still required to be loaded into the system, when the system comes back online. The following blocks of JCNs are assigned to the 374 AMXS and 374 MOS PS&D (374 MOS/MXOOP): (**NOTE:** Block numbers 0001-1999 are used when IMDS is operational).

PS&D	2061-2149
C-130 FLIGHT LINE	2150-2450
LOCALLY ASSIGNED ACFT	4001-4199

5.8.20.5.17.2.3. (Added) The following blocks of manual JCNs will be used for deployed operations or away-from-home-station maintenance when CAMS/IMDS is not available. These blocks of manual JCNs may also be used for home station checks (HSC), preflight, thruflight, postflight, ground handling and servicing.

ACFT TAIL NUMBER	JCN
RESERVED	2569-2646
63-7819	2647-2697
63-7837	2698-2748
63-7840	2749-2799
RESERVED	2800-2850
72-1288	3106-3156
72-1289	3157-3207
72-1290	3565-3595
72-1299	3596-3626
63-7821	2851-2901
63-7850	2902-2952
63-7871	2953-3003

63-7790	3004-3054
62-1834	3055-3105
62-1856	3782-3812

5.8.20.5.17.2.4. (Added) The following blocks of JCNs are assigned to the 374 MXS.

SECTION	JCN
METALS TECHNOLOGY	4151-4176
ISO SUPPORT EQUIPMENT	4177-4202
TRANSIENT ALERT	4203-4228
JET ENGINE INTERMEDIATE MAINT	4229-4254
PROPULSION	4255-4280
QUEEN BEE	4306-4331
PROP SUPPORT EQUIPMENT	4332-4357
TEST CELL	4358-4383
MATERIAL SUPPORT	4384-4410
STUCTURAL REPAIR/CORR CTRL	4411-4437
NON-POWERED AGE	4438-4464
MAINTENANCE DIVISION	4465-4491
AGE FLIGHT	4492-4518
ISO DOCK	4519-4545
NDI	4546-4572
REFURBISHMENT	4573-4599
PNEUDRAULICS	4600-4626
FUEL SYSTEMS	4627-4653
ELECTRIC/ENVIRONMENTAL	4654-4680
AFIN	4681-4707
SURVIVAL EQUIPMENT	4708-4734
SELF CONTAINED NAV SYSTEM	4762-4788
WHEEL AND TIRE	4789-4815
ARXX	4816-4842
RESERVED	4843-4999

5.8.20.5.17.2.5. (Added) The following JCNs will be used for special inspections (SI) (all mission design series):

TYPE INSPECTION	JCN
HSC, LOOK PHASE	A001-A999
#1, 2, 3 MINOR ISO OR #1 ISO UH1-N	B001-B999
#4 MAJOR ISO OR #2 ISO UH1-N	C001-C999
#3 ISO UH1-N	D001-D999
HSC FIX PHASE OR #4 ISO UH1-N	E001-E999
#5 ISO UH1-N	F001-F999
#6 ISO UH1-N	G001-G999

5.8.20.5.17.2.6. (Added) The following blocks of JCNs are assigned to QA:

SECTION	JCN
MXQ	5000-5099

5.8.20.5.17.2.7. (Added) The following blocks of JCNs are assigned to the UH-1 contractor:

TAIL NUMBER	JCN
69-6639	5301-5399
69-6645	5401-5499
69-6614	5501-5599
69-6646	8701-8799

5.8.20.5.18. Recurring requirements for IMDS background products must be identified in a written memorandum, addressed to 374 MOS MDSA (374 MOS/MXOOA), DBM Section. The letter must include the following information: requester's name, rank, office symbol, number of copies, frequency, duty phone, and screen input image.

5.8.20.6.4. (Added) To be issued an IMDS or Reliability and Maintainability Information System (REMIS) USERIDs, users are required to complete a DD Form 2875, **System Authorization Access Request (SAAR)**, and submit to the MDSA DBM section for processing. The DBM section will forward the completed access letter to the appropriate major command (MAJCOM). Completed SAAR forms will be maintained on file in the MDSA DBM section. Prior to separation, retirement, permanent change of station (PCS), or permanent change of assignment (PCA) users are required to outprocess through the DBM section to have their IMDS/REMIS USERIDs deleted.

5.8.20.12.6.1. (Added) MDSA will create and maintain a tracking system that captures the workcenter, squadron, and errors by type, i.e., incorrect action taken (AT) codes, incorrect work unit code (WUC) etc.

5.8.20.12.6.2. (Added) MDSA section will process and print Quality Verification Results (QVR) on a daily basis for the previous day's documented maintenance actions. Products will be provided to each squadron's Data Integrity Team (DIT) representative NLT 0900 daily). Squadrons have the option to use IMDS screen 100 as long as the intent of DIT is maintained, as stated in paragraph 5.8.20.12. When QVRs are used, squadron DIT representatives will receive the product via e-mail from MDSA.

5.8.20.12.6.3. (Added) Squadrons have five calendar days to correct errors in IMDS. DIT representatives will return the original QVR listing to MDSA NLT 1400hrs, on the fifth day. The returned copy must reflect the corrected entries.

5.8.20.12.6.4. (Added) Corrections made on the QVR will be validated in IMDS by MDSA. All errors that have been corrected in IMDS by the respective work center will be annotated on the spreadsheet. This last check will enable MDSA to calculate and prepare a presentation for the 374 MXG/CC that shows both the number of errors and the corrected error rates.

5.8.20.12.6.5. (Added) Prior to presentation, a monthly DIT meeting will be held where each squadron representative will be provided a monthly-summarized report. This will allow for the squadron DIT representative to brief their respective supervision, prior to presentation to the 374 MXG/CC.

5.8.20.12.13. (Added) Data Integrity Procedures: Each squadron should provide as a minimum, three formal DIT members, one primary and two alternates. It's recommended that the 374 AMXS DIT members come from the specialist and the airplane general (APG) sections. Members representing the maintenance squadron should come from accessories, avionics, and the munitions sections. Squadron supervisors will provide the DBM with a memorandum appointing DIT members. DIT members are responsible to train and keep their alternates informed on all issues concerning their squadron's documentation data.

7.4.2. (Added) During debrief, the debrief section validates repeat and recur maintenance actions. For discrepancies causing an air abort, stamp or write in red "AIR ABORT" in the applicable discrepancy block of the AFTO IMT 781A. For a repeat or recurring discrepancy, stamp or write in red "REPEAT" or "RECURRING" as appropriate in the applicable discrepancy block of the AFTO IMT 781A. For second and subsequent repeat discrepancies, annotate the form as "REPEAT 2," "REPEAT 3," etc.

7.4.3. (Added) During the debrief process for repeat or recurring write-ups, input a "Y" in the REP/REC 7-LEVEL REVIEW block during the scheduling of the discrepancy. Using IMDS, change the work center event (WCE) narrative for the REP/REC inspection to read as follows: "REP/REC 7-LEVEL REVIEW INSP DUE ON (Affected System)." Next print 7-Level Discrepancy out using screen #207 and place it in the AFTO IMT 781 binder.

7.4.4. (Added) For repeat or recurring discrepancies, the production inspector will clear the discrepancy as "REP/REC 7-LEVEL REVIEW INSP CW."

7.5.2. (Added) A production inspector will clear all discrepancies signed off as can not duplicate (CND). It will be clearly stated in the corrective action block all actions that were performed and references used will be documented.

8.2.1. 374 MXG WMSL maintains Intermediate Repair Enhancement Program (IREP) function (i.e., coordinate/document meetings and consolidate IREP slides). IREP meetings are conducted quarterly and chaired by 374 MXG/CC.

8.6.1. Bench stock items that are small in size and with no identification etched part number on the item such as nuts, bolts, screws, resistors, or spacers will be placed in a sealed package and clearly marked to avoid misidentification. Turn-in unidentifiable items to prevent improper usage.

8.6.6. Transfer shelf-life information (shelf-life code, manufacturing/expiration date, etc.) marked on original bulk packages to items that do not have shelf-life identified on each individual item.

8.9.4. (Added) Cannibalizations (CANN). The following procedures and individual responsibilities apply to all CANN actions from 374 AW assets:

8.9.4.1. (Added) CANN actions will only be approved to satisfy a mission capability (MICAP) condition, non-mission capable supply (NMCS) or partially mission capable supply (PMCS), memo or firm due out. CANN actions accomplished to satisfy a PMCS condition must be evaluated for immediate mission requirements and short-term requirements.

8.9.4.2. (Added) All CANN actions required to support non-374 AW requirements must be approved by the 374 MXG/CC or 374 MXG/CD as appropriate.

8.9.4.3. (Added) In addition to a written CANN log, all CANNs will be documented in IMDS.

8.9.4.4. (Added) Individual CANN Responsibilities:

8.9.4.4.1. (Added) MDSA Section. At least weekly, validates cannibalization documentation in IMDS with Aircraft Maintenance Unit's (AMU) Combat Oriented Supply Organizations (COSO) and informs the AMU office in charge (OIC) and NCOIC of its accuracy. If errors exist, a more frequent validation may be required to resolve any documentation problems. Advise the AMU leadership of recurring problems.

8.9.4.4.2. (Added) 374 AMXS Pro Super. Authorizes and directs aircraft-to-aircraft CANN actions for aircraft under his control. Coordinates with 374 MXS Pro Super for aircraft/equipment under 374 MXS control.

8.9.4.4.3. (Added) 374 MXS Pro Super. Authorizes and directs CANN actions for aircraft/equipment under their control. If the 374 MXS requires a part for aircraft/equipment under their control, the 374 MXS's Pro Super will coordinate all CANN actions with the respective flight/element chief and notify the appropriate squadron's production section. The Pro Super will coordinate with MOC and process the paperwork for the parts they require. For engine CANN actions, coordinates with Propulsion Flight and EM and coordinates the actions with the MOC and supply.

8.9.4.4.4. (Added) Expediter. Updates status of CANN actions on assigned aircraft.

8.9.4.4.5. (Added) Dedicated Supply Support. Monitors the squadron CANN program and associated documentation.

8.9.4.4.6. (Added) AGE Flight. Approves and controls AGE CANN. The flight chief sets up procedures for AGE support section to initiate CANN work orders.

8.12. Since supply points are forward storage of chief of supply (COS) owned assets, they are reconciled quarterly and inventoried semiannually. The workcenter supervisor assists base supply with these reconciliation and inventories.

8.19. Local Manufacture Procedures. For local procedures refer to 374 AWI 23-201, *Local Manufacture Procedures*.

10.8. 374 MXG/CC will make every effort to rotate QA staff IAWAFI 21-101 Continental United States (CONUS) unit requirement to maintain continuity and expertise.

10.10.11.4. Acceptance inspections are performed to verify contract compliance, identify Programmed Depot Maintenance (PDM)-related discrepancies, to include paint and metal protective coating defects. C-130 PDM acceptance inspections will be accomplished IAW LCL-374 AW-7.

10.10.11.4.3. (Added) QA reviews all applicable PDM contracts and work specification packages received from ALCs and Administrative Contracting Officers (ACO). This review ensures LCLs agree with contract specifications and ensures sufficient requirements are identified to determine if the aircraft is airworthy. LCLs are updated when necessary by QA.

10.16.7. When possible, ensure safety supplements are forwarded to deployed aircraft.

10.16.9. (Added) TODOs and TODAs will maintain a continuity book consisting of the following tabs:

TAB A--Table of Contents

TAB B--Points of Contact

1. As a minimum this tab will include the current group TODOs name and phone number.

TAB C--Administration

1. Appointment memorandum
2. Air Force T.O. training certificate or equivalent
3. Listing of sub-accounts (if applicable)

TAB D--T.O. Series/Inventory Listing

TAB E--Requisition Status by Account Listing

TAB F--Inspections

1. Last inspection report
2. Routine and annual check schedule (as applicable)
3. Sub-accounts inspection schedule (if applicable)

TAB G--Miscellaneous

1. Current projects
2. Other information needed to meet mission requirements

TAB H--LWC, LJG, LCL, LPS Info (Wing/Group TODO only)

1. List of all local technical data currently authorized
2. Annual review schedule

10.16.10. (Added) TODOs will date stamp all T.O.s with the exception of interim technical orders (ITO), before distribution to sub-accounts. Authorized T.O.s printed from any digital source do not require a TODO stamp. Upon receipt, sub-account custodians will place their initials and date received on the title page.

10.19.1. Functional Check Flight (FCF) Program. C-130 aircraft commanders and designated FCF flight engineers, C-21 aircraft commanders, and UH-1 aircraft commanders and flight engineers will complete initial qualification according to paragraphs 10.19.2.2. through 10.19.2.2.8. (Added) of this supplement. Only UH-1 aircraft commanders and flight engineers must go through annual certification/recertification. For certification, notify the FCF OIC who will prepare a certification checklist. Upon completion a certification letter will be prepared for 374 OG/CC approval. The FCF OIC will maintain these letters on file. Squadron Standardization/Evaluation Section will maintain the FCF qualification on the squadron letter of certifications.

10.19.1.1. (Added) Maintenance responsibilities for the UH-1N and C-21 FCFs will be performed by each respective contractor and QAE personnel IAW the applicable SOW.

10.19.2. In coordination with the 374 OG Standardization/Evaluation (374 OG/OGV), the QA Supervisor of FCFs will monitor the FCF program for all 374 AW assigned C-130 and applicable transient aircraft.

10.19.2.2. FCF training and certification program:

10.19.2.2.1. (Added) FCF crew currency requirements are based on the complexity of the weapon system.

10.19.2.2.2. (Added) Squadron operations officers will open a training folder on FCF candidates. All candidates, prior to entering upgrade, will be approved by the squadron commander.

10.19.2.2.3. (Added) Each crewmember must receive the FCF OIC brief and review applicable instructions prior to his/her first training flight.

10.19.2.2.4. (Added) The written exam is administered by, and filed in, the wing or equivalent OG Stan/Eval FCF section. The exam will be reviewed and rewritten annually.

10.19.2.2.5. (Added) Candidates will complete the FCF exam maintained at the 374 OG/OGV prior to his/her first training flight.

10.19.2.2.6. (Added) Specific procedures for aircraft-crew position will be briefed by an FCF qualified counterpart, preferably an evaluator or instructor prior to his/her first training flight.

10.19.2.2.7. (Added) A minimum of one full FCF profile must be completed for qualification. Additional sorties are at the discretion of the FCF instructor or squadron operations officer. For previously FCF qualified crewmembers, newly assigned to Yokota AB, FCF flight training is not required at the discretion of squadron operations officers.

10.19.2.2.8. (Added) UH-1 crewmembers must complete the requirements of paragraphs 10.19.2.2.3. (Added) and 10.19.2.2.5. (Added) of this supplement for annual certification. For all other 374 AW crewmembers, recurrence training is only required when more than one year has passed since the last FCF sortie. To regain currency, complete the training outlined in paragraphs 10.19.2.2.3. (Added) and 10.19.2.2.5. (Added) of this supplement.

10.19.2.5. (Added) The FCF OIC must be FCF qualified in a unit mission aircraft, and qualified to serve as an FCF checkout pilot in mission aircraft.

10.19.2.6. (Added) The FCF OIC will be responsible for managing the FCF initial checkout program, and annual certification/re-certification IAW paragraphs 10.19.2.2.3. (Added) and 10.19.2.2.5. (Added) of this supplement.

10.19.2.7. (Added) Establish a flight profile as outlined in the applicable -6 for each type of assigned aircraft to include procedures to be followed during the FCF. Checks will be presented in consecutive order simulating a recommended flight test profile. The profile itself may be altered as required depending on areas, weather, etc. However, the sequential steps listed for a system and component evaluation are mandatory.

10.19.2.8. (Added) Ensure a thorough review of FCF procedures and the profile to be accomplished.

10.19.3.1.1. (Added) Include all the significant repairs or modifications accomplished on the aircraft requiring FCF.

10.19.3.1.2. (Added) Provide a copy of the FCF -6 worksheet prior to each FCF.

10.19.3.6.1. (Added) C-21A and UH-1N FCF's will be performed IAW applicable mission, design, and series -6 (MDS-6) technical data.

10.19.4. Local FCF Procedures.

10.19.4.1. When an FCF is required on transient aircraft, QA will contact the owning organization to coordinate all FCF requirements. It is the responsibility of the owning organization to provide the applicable -6 Check Flight T.O., -6 Check List, local home station guidelines, and any other documentation required to complete the FCF. QA representative will provide a briefing of the local FCF flight profile area and ensure that all FCF requirements are completed prior to being released from FCF status.

10.19.4.2. Aircraft configuration requirements will be determined by the aircraft commander.

10.19.4.3. Fuel loads for 374 AW aircraft are as follows:

10.19.4.3.1. (Added) Fuel configuration will be determined by FCF mission commander.

10.19.4.3.2. (Added) UH-1 – Fuel loads will be determined by the aircraft commander.

10.19.4.3.3. (Added) C-21 – Fuel loads will be determined by the aircraft commander.

10.19.4.4.1. (Added) Debrief squadron maintenance and QA (459th Airlift Squadron [459 AS] debrief QA Evaluator or contractor IAW applicable SOW) as soon as possible after landing. Ensure all new discrepancies are accurately recorded in the AFTO IMTs 781.

10.19.4.4.2. (Added) Review IMDS to ensure all corrective actions are complete, accurate, and adequate.

10.19.4.4.3. (Added) During the maintenance debrief QA representative will ensure:

10.19.4.4.3.1. (Added) Information on any discrepancy or condition which affected the accomplishment of the FCF is obtained from the flight crew.

10.19.4.4.3.2. (Added) The FCF workbook and checklist along with the aircraft forms will be returned to QA.

10.19.4.4.3.3. (Added) The aircraft commander properly clears all documentation for the FCF requirement.

10.19.4.4.3.4. (Added) Any maintenance deficiencies and trends are referred to the Maintenance Operations Officer (MOO) and to deficiency analysis for review. (Not applicable to contractor operations).

10.19.4.4.3.5. (Added) All IMDS and Quality Assurance Tracking (QAT) requirements are complied with (if applicable).

10.19.4.5.1. (Added) When approved FCF aircraft commanders and flight engineers are not available, the best-qualified aircrew members available may be selected for FCF duties. The 374 OG/CC will issue temporary written certification for local missions. When aircraft at en-route stations (other than at programmed depot maintenance facilities) require an FCF, the aircrew will coordinate with the 374 OG/CC prior to conducting the FCF.

10.19.4.6. (Added) Expanded preflight check by the aircrew will be accomplished IAW -6 checklists and approved Acceptance Check Flight (ACF) checklists.

10.19.4.6.1. (Added) Ground procedures (compass swing, taxi check) will be accomplished IAW -6 checklists and approved ACF checklists.

10.19.4.6.2. (Added) Radio procedures. Standard radio procedures apply. Additional help can be obtained through phone patches with Fuji Control at 325.8.

10.19.4.6.3. (Added) Conduct FCF missions under instrument flight rules (IFR) to the maximum extent possible (except helicopters).

10.19.4.6.4. (Added) Entry of test area. Procedures to use the Hotel training area (RJA-589 and RJR-119) are outlined in 374 AWI 13-201, *Yokota Air Base (AB) Air Traffic and Airfield Operations*, and AP 3A. Coordinate through 5th Air Force (5 AF) 624th Air Control Flight (ACF) (Fuchu Air Station, Japan) at 224-3446 or 3467, 72 hours prior. Permission to use the area must come from Japan Self Defense Force (JSDF)-A Plans and Program Section, Air Defense Command HQ, Flight Squadron, Iruma (0429-53-6131, extension 3506/7/8 from 2300 – 0800Z, or 3512 from 0801Z – 2259Z). FCF missions are not required to be flown in the Hotel area.

10.19.4.6.5. (Added) FCF's will be flown in an area as required by local airfield regulation.

10.19.4.6.6. (Added) Controlled bailout area. The controlled bailout area is the Sagami-Wan egress area located within a 5-mile radius of the Yokota TACAN R-180/31 DME fix. Personnel not required to fly the aircraft will bail out over the base.

10.19.4.6.7. (Added) Controlled jettison area. The controlled jettison area is the Sagami-Wan- jettison area located within a 5-mile radius of the Yokota TACAN R-180/31 DME fix.

10.19.4.6.8. (Added) Emergency landing base. The primary emergency field for the Yokota area is Yokota AB. Atsugi Naval Air Field (NAF) is alternate.

10.19.4.6.9. (Added) 374 AMXS Maintenance Superintendent will:

10.19.4.6.9.1. (Added) Ensure the 374 MXG/CC and 374 MXG QA (374 MXG/MXQ) are notified immediately when an FCF requirement becomes known.

10.19.4.6.9.2. (Added) Ensure Plans and Scheduling is notified for crew scheduling.

10.19.4.6.9.3. (Added) Once the aircraft is scheduled for an FCF, ensure adequate support is available to meet the requirement.

10.19.4.6.9.4. (Added) Ensure the aircraft servicing and preflight requirements have been properly completed.

10.19.4.6.9.5. (Added) Prior to QA reviewing the aircraft forms, ensure the crew chief transcribes the forms, all safety-of-flight discrepancies are properly cleared, and previous sets of forms are closed out. All sets of forms, including those closed out prior to the current set and relating to the FCF, will be hand carried by the crew chief to QA for review at least 3 hours prior to the scheduled aircrew briefing.

10.19.4.6.9.6. (Added) Ensure the exceptional release is not signed off until QA has reviewed both the current and transcribed sets of forms. Maintenance personnel will sign off all exceptional releases for the FCF.

10.19.4.6.9.7. (Added) Ensure the current set of forms is not closed out until the completion of the FCF and the aircraft is released for flight.

10.19.4.6.9.8. (Added) Ensure all FCF discrepancies recorded in the AFTO IMT 781A are properly documented and that corrective action is accurate. Then comply with all IMDS requirements and return the closed out forms to QA for review.

10.19.4.7. (Added) PS&D will:

10.19.4.7.1. (Added) Notify the 374 OSS/OSO and the 374 MXG/CC of the FCF requirement. Provide the aircraft type, aircraft tail number, reason for the FCF, and briefing time at 374 MXG/MXQ.

10.19.4.7.2. (Added) Ensure the FCF is scheduled with an "as required" takeoff time.

10.19.4.8. (Added) 374 MXS Maintenance Supervision will:

10.19.4.8.1. (Added) Immediately notify 374 MXG/CC, QA, and the owning aircraft maintenance squadron supervision when a FCF is required by an aircraft managed by TA or as a result of work accomplished during an ISO inspection.

10.19.4.9. (Added) 374 MOS MOC will:

10.19.4.9.1. (Added) Ensure the aircraft estimated time in commission (ETIC) is closely monitored for validity and all applicable agencies are notified of any changes.

10.19.4.9.2. (Added) Notify QA of any aborts during the FCF.

10.19.4.9.3. (Added) Notify QA as soon as the landing time is known.

10.20.1. (Added) Follow the local procedures outlined in paragraph [10.19.4.](#) of this supplement when conducting operational check flights (OCF). **EXCEPTION:** The only crew requirement is to be current and qualified in the aircraft.

10.22. High Speed taxi checks should be conducted on the runway. Coordinate with airfield management for scheduling/use.

10.23.2. (Added) 374 AMXS will initiate an automated work order in IMDS requiring QA to update the weight and balance (W&B) book before departure for and on return from PDM, major corrosion control or refurbishment.

10.23.2.1. (Added) 374 AMXS will provide QA with an itemized list of all dual rail and Dash 21 equipment that directly affects the W&B of the aircraft. This requirement includes all aircraft departing for or returning from PDM, corrosion control, refurbishment, or any other time dual rails or Dash 21 equipment removal or installation will affect the W&B directly.

10.23.3. (Added) 374 AMXS will initiate an automated work order in IMDS requiring QA to perform a Chart A inventory on all newly assigned aircraft to the 374 AW.

10.23.4. (Added) Upon completion of TCTOs and if required, 374 AMXS will notify the QA W&B monitor of any effect upon W&B by providing an automated work order in MIS for TCTO completion with the notation "weight and balance computations."

10.23.5. (Added) 374 AMXS will ensure a crew chief accompanies aircraft through the complete W&B process and uses the LCL-374 AW-5 to prepare for aircraft weight procedures.

10.23.6. (Added) When aircraft is due W&B, 374 AMXS ensures LCL-374 AW-5 is accomplished. Ensure QA personnel verify a trapped fuel condition, if required.

10.23.7. (Added) Dedicated Crew Chief (DCC) will ensure QA is informed when the W&B status of the aircraft is incorrect or suspected to be incorrect. In addition the crew chief will:

10.23.7.1. (Added) Place the aircraft on a Red X at any time the W&B is suspected to be in error. Unsatisfactory flight characteristics or unusual weight or movement changes could be an indication of a problem.

10.23.7.2. (Added) Call QA if an aircraft's W&B book is illegible or needs to be repaired/replaced.

10.23.7.3. (Added) Make the appropriate Red X entry in the AFTO IMT 781A when the W&B book is removed from the aircraft.

11.3.12. (Added) 374 AW aircraft will also be impounded for the following:

11.3.12.1. (Added) Uncommanded nose wheel steering inputs or failure.

11.3.12.2. (Added) Complete electrical system failure.

11.3.12.3. (Added) Unintentional depressurization resulting in cabin altitude of 12,000 feet or more.

11.3.12.4. (Added) Alleged air defense ID zone, buffer zone, or corridor violations.

11.3.12.5. (Added) (C-130) Any personnel or cargo drop malfunction unless the aircraft/equipment is definitively ruled out as the cause of the malfunction.

11.3.12.6. (Added) Any repeat condition causing a second or subsequent In-Flight Emergency (IFE).

11.3.12.7. (Added) Uncommanded engine shutdown/flameout.

11.3.13. (Added) AGE will be impounded if the equipment has experienced any of the following conditions while in direct support of aircraft maintenance actions (may not be required for equipment in maintenance status or off-flight line support):

11.3.13.1. (Added) Engine fire (engine/electrical). Unusual sparking/arching of AGE will be considered unsafe and be cause for impoundment.

11.3.13.2. (Added) System contamination. (Hydraulic test stands, oil servicing carts, and hydraulic servicing carts will not be impounded if contaminated fluid is knowingly drained from an aircraft into one of these assets. The individual performing the maintenance will place a Red X in the equipment forms and notify the AGE Flight.)

11.5. Impoundment Procedures:

11.5.1. Example of Statement of Impoundment will read:

Aircraft/Equipment Impounded:

Impound Authority is: _____

(Name, Rank, Title, Unit)

Reason for Impoundment see pg. ____ blk. ____

Impoundment Official is _____

(Name, Rank, Title, Unit)

Will control and monitor access to, maintenance and investigation of impounded aircraft IAW AFI 21-101, PACAF Supplement 1 & 374 AW Supplement 1, Chapter 11.

11.5.2. The MOC will notify:

11.5.2.1. (Added) 374 MXG QA.

11.5.2.2. (Added) The applicable MOO or their designated representative.

11.5.2.3. (Added) 374 AW/SE when damage has occurred to an aircraft or equipment.

11.5.3. The impoundment checklist will be placed in the AFTO IMT 781A section of the aircraft forms and will remain there until the aircraft is released from impoundment.

11.5.6.1.1. (Added) Items requiring impoundment will be tagged with an AFTO IMT 350, **Repairable Item Processing Tag**, which has a red border or stamped with "IMPOUNDED" in red.

11.5.6.1.2. (Added) Impounded parts will be given increased priority as directed by the 374 MXG/CC, 374 MXG/CD, or Impoundment Official (IO).

11.5.6.1.3. (Added) Results of test or checks done on items will be immediately passed to IO.

11.5.7.1. (Added) A Team Chief appointed by the IO, will report to, and coordinate all maintenance and support activity with the IO.

11.5.7.2. (Added) All team members will work directly for the team chief.

11.5.7.3. (Added) The team will work a single 10-12 hour shift basis if practical. Only specific maintenance actions that are directed by the team chief, after coordination with the IO, may be accomplished outside this period.

11.5.10. Example of QA forms review: Aircraft forms and corrective actions require review by QA.

11.5.11.1. (Added) Example of Impoundment Release. Impoundment Release Authority:

Investigation complete, all corrective actions have been reviewed,

See pg. ____ blk _____. Aircraft released, by authority of:

(Name, Rank, Title)

IAW AFI 21-101, PACAFI Supplement 1, and 374 AW Supplement 1

11.7. (Added) The shift leader or Pro Super will immediately notify MOC of a mishap and ensure no maintenance actions other than those necessary to render the aircraft or equipment safe and install protective devices are accomplished.

11.8. (Added) MOC will notify:

11.8.1. (Added) QA whenever a condition exists to impound an aircraft or equipment item.

11.8.2. (Added) The 374 MXG/CC, 374 AMXS/CC, applicable MOO or their designated representative.

11.8.3. (Added) 374 AW/SE when damage has occurred to an aircraft or equipment.

11.9. (Added) QA will:

11.9.1. (Added) Immediately dispatch an inspector to the affected aircraft, engine, or equipment.

11.9.2. (Added) Ensure the IO has appropriate impoundment checklist to ensure accurate completion of the impoundment process. The impoundment checklist will be placed in the AFTO IMT 781A section of the aircraft forms and will remain there until the aircraft is released from impoundment.

11.9.3. (Added) Perform an initial investigation of conditions leading to impoundment.

11.9.4. (Added) Ensure the impoundment placard has been placed at the entry control point to aircraft (not required for equipment).

11.9.5. (Added) Assist in developing cost estimates of reportable damage to 374 AW/SE as required.

11.9.6. (Added) QA may assist the IO with the investigation, give technical advice to 374 MXG/CC, and review appropriate IMDS screens; e.g., #380 for documentation. Make recommendations and advise IOs on conditions as required.

11.9.7. (Added) Coordinate and arrange FCF or OCF as required.

11.10. (Added) The 374 MOS MDSA will provide IMDS Screens #418, #429, #430, and #510 to the IO for review.

11.11. (Added) Debriefing personnel will:

11.11.1. (Added) Be familiar with the conditions requiring aircraft impoundment.

11.11.2. (Added) Notify the Pro Super, 374 AMXS MOO, and MOC when an aircraft may require impoundment.

11.12. (Added) When assigned, the IO will:

11.12.1. (Added) Make an INFO NOTE entry releasing aircraft or equipment for specific maintenance actions to investigate the reason for impoundment. Maintenance should be restricted to maintain integrity of impoundment. Any other maintenance actions performed must be coordinated and approved by the IO.

11.12.2. (Added) Ensure impoundment signs are posted in front of aircraft or equipment. If aircraft or equipment was involved in a mishap, ensure the area is roped-off and an access control log is maintained at the aircraft to insure only authorized personnel are given access to impounded aircraft or equipment.

11.12.3. (Added) Provide MOC with name, grade, and duty phone number of IO.

11.12.4. (Added) Determine which personnel and support will be required in the investigation and coordinate these requirements with the MOC, MOO, on-scene representative, or impoundment authority.

11.12.5. (Added) Monitor all maintenance activity and work performed during investigation and report findings to the 374 MXG/CC, squadron commanders, and 374 AW/SE as applicable.

11.12.6. (Added) Prepare an impoundment message for the 374 MXG/CC signature, if required by AFI 91-204, *Safety Investigations and Reports*.

11.12.7. (Added) Prepare a report for QA, after completion of maintenance and determination of the cause of the malfunction for which the impoundment was ordered. This report will be filed by QA for one year after the incident.

11.13. (Added) Flight Control Maintenance Procedures under Impoundment Conditions.

11.13.1. (Added) Team composition will consist of a qualified aircraft maintenance technician, Air Force Specialty Code (AFSC) 2A571, *Qualified as a Repair and Reclamation Craftsman*, and AFSC 2A471, *Aircraft Guidance & Control Craftsman (flight control qualified)*. Depending on aircraft discrepancy, one of these technicians will be designated as team chief. In addition, a fully qualified 2A675, *Aircraft Hydraulic Systems Craftsman*, and 2A656, *Aircraft Electrical & Environmental Systems Craftsman*, will be available as required by the team chief. Also, the aircraft crew chief or assistant will be present to work with the team as required by the team chief. QA personnel will coordinate with the flight control team chief on a daily basis concerning progress or completed maintenance actions.

11.13.2. (Added) Team members will work directly for the team chief. The team chief will report to and coordinate with the IO. Team integrity will be maintained until the IO releases specialist(s) to return to their shops. The team will work a single 10-12-hour shift basis if practical. Only specific maintenance actions that are directed by the team chief, after coordination with the IO, may be accomplished after this time period.

11.13.3. (Added) The flight control team chief will sign off the original discrepancy only after ensuring all possible corrective actions or checks have been accomplished by the appropriate technicians and are properly documented and cleared on the aircraft AFTO IMT 781A.

11.13.4. (Added) The flight control team will hand carry the completed aircraft forms to QA for review.

11.14. (Added) Impoundment Release Procedures: The following procedures will be used to release an aircraft/equipment from impoundment:

11.14.1. (Added) The IO will:

11.14.1.1. (Added) Review all documentation for accuracy and completeness. Ensure the impoundment is documented properly and is entered in IMDS against the appropriate work center.

11.14.1.2. (Added) Ensure all possible maintenance actions to correct the deficiency that may have contributed to the reason for impoundment were accomplished.

11.14.1.3. (Added) Request a review from QA.

11.14.1.4. (Added) Provide QA with the completed impoundment checklist.

11.14.1.5. (Added) After all the above actions are completed, take all documentation to the release authority.

11.14.2. (Added) QA will:

11.14.2.1. (Added) During the course of the impoundment, be familiar with the actions being accomplished to correct the reason for impoundment.

11.14.2.2. (Added) In conjunction with the IO, review all documentation and impoundment checklist for accuracy and completeness.

11.14.2.3. (Added) Retain impoundment checklist on file for one year.

11.14.2.4. (Added) Ensure all maintenance actions were accomplished as required by instructions or technical data.

11.14.2.5. (Added) Recommend release of additional investigation to the impoundment release authority.

11.14.2.6. (Added) Clear impoundment in IMDS after the impoundment authority signs the release in the aircraft forms.

11.14.2.7. (Added) Contact 374 MOS PS&D or 374 MOS Engine Management (374 MOS/MOE) to release aircraft/engine records, as appropriate.

11.15. (Added) Aircraft/equipment impounded off-station may be released by the home station impoundment release authority via telephone or FAX. The aircraft forms will then be cleared by the IO or Pro Super. If an IO or Pro Super is not available, the aircraft commander will clear the discrepancy but only after the direction of the impoundment release authority.

11.16. (Added) 374 AMXS and 374 MXS will submit a letter to QA for 374 MXG/CC approval appointing personnel to be IO.

13.2.1.2. Accomplish an inventory and an inspection of all tools at least every 180 days. The inspection will include checking for tool serviceability, proper etching, corrosion, accuracy of inventories, and foreign objects (FO) in toolboxes. Inventories and inspections will be documented on the PACAF IMT 140, **CTK Inventory Inspection Log**, or AF IMT 2411, **Inspection Document**. Composite toll kits (CTK) that are not in frequent use (i.e., mobility and recovery kits) may be sealed and inventoried when the seal is broken. However, these kits must be inventoried and checked for corrosion at least every 6 months and documented on the PACAF IMT 140.

13.2.1.6.1. (Added) When a tool is lost on an aircraft and cannot be found, only individuals designated by their group commander may clear the Red X entry. A copy of the PACAF IMT 140a, **Lost Tool-Chit Investigation Worksheet**, will be given to the applicable Plans and Scheduling Section for inclusion in that aircraft's permanent record file. This last procedure is only for tools lost on an aircraft that were not found.

13.2.1.6.2. (Added) If the tool is found at a later date, the individual finding the tool will turn it in to the appropriate CTK Section. The CTK Section will send written notification to QA, locate the applicable lost tool report, and send the finding to the respective group commander and the affected supervisor for action.

13.2.1.6.3. (Added) When the lost tool is suspected of being on an aircraft which has since taxied or taken-off, MOC will notify command post that will in turn notify the affected aircraft.

13.2.1.6.4. (Added) If taxied, the aircraft will be contacted to return to parking.

13.2.1.6.5. (Added) If aircraft has taken-off, a thorough search by the aircrew will be conducted.

13.2.1.6.6. (Added) If the item is found, the crew will report their finding and maintain control of the item until return to home station.

13.2.1.6.7. (Added) If the item is not found:

13.2.1.6.7.1. (Added) If the aircraft is flying a local training mission, the aircraft will return to base.

13.2.1.6.7.2. (Added) If the aircraft is on a non-local mission, the 374 MXG/CC or CD will be contacted to determine if the aircraft should return to base.

13.2.1.6.7.3. (Added) When the aircraft proceeds to other than home station, QA will notify the transient base and request search assistance. A thorough search will then be accomplished by the flight crew and any ground support. The aircraft commander will accept responsibility for the results of the search. If the item is found, the crew will report their finding and maintain control of the item until return to home station. If item is not found aircraft will be impounded and results of search reported back to home station 374 MXG/CC or authorized representative. Normal lost tool procedures will be followed upon return to home station.

13.2.1.10. Squadron commanders will ensure personnel authorized to procure tools will be limited to the minimum necessary to maintain mission readiness.

13.2.1.12. Tools/equipment issued to depot teams, factory representatives, and contract field teams will be issued using the AF IMT 1297, **Temporary Issue Receipt**. Team members will be entered into Tool Accountability System (TAS), and will comply with all requirements for issue/turn-in of tools and equipment. TAS will be used to track tools and equipment issue to these teams if the team is expected to be using tools/equipment over 30 days.

13.2.1.13. General. Two or more work centers operating a single tool room is not the standard within the group. If this situation were to arise, all tools and equipment will be tracked using the TAS system IAW AFI 21-101, paragraph 13.5. When work centers elect to distribute CTKs or peculiar support/test equipment to decentralized locations, tracking will be done with TAS. All toolboxes will contain a PACAF IMT 140 and a PACAF IMT 140a. The PACAF IMT 140 will be annotated before and after task completion and prior to securing the CTK.

13.2.1.13.2. General. Aircrew tools and life support tools are not typically dispatched to the flight line, as 374 AW aircraft do not have ejection seats. If this situation were to arise, the Pro Super will immediately notify Maintenance Supervision and QA.

13.2.1.13.3. General. For occasions when a single person must sign in and sign out a tool kit, the CTK custodian or Production/Shift Supervisor will inventory and sign in/out the CTK using the PACAF IMT 140, after the individual has performed an inventory.

13.2.1.13.4. The 374 MXG Environmental Impact Analysis Program (EIAP) monitor will identify and track group processes in regards to environmental impact. The monitor will report any changes in group or wing operations that require EIAP assessment fund programming.

Table 13.1. (Added) Master CTK Designation Numbers.

Section	Yokota AB	Squadron	Shop	WWID
374 MXG				
374 MXG – QA	YM	Q	Q	YMQQ
374 MXG – AFREP	YM	Q	A	YMQA
374 AMXS				
374 AMXS – SUPPORT SECTION	YM	A	O	YMAO
374 MXS				
374 MXS – MUNITIONS FLIGHT	YM	M	A	YMMA
374 MXS – AIRCRAFT STRUCTURAL MAINT at ISO	YM	M	B	YMMB
374 MXS – CRASH RECOVERY	YM	M	C	YMMC
374 MXS – TA	YM	M	D	YMMD
374 MXS – REPAIR AND RECL. / WHEEL & TIRE	YM	M	E	YMME
374 MXS – FUELS SYSTEM	YM	M	F	YMMF
374 MXS – AGE FLIGHT	YM	M	G	YMMG
374 MXS – TMDE	YM	M	H	YMMH
374 MXS – SURVIVAL EQUIPMENT	YM	M	I	YMMI
374 MXS – PNEUDRAULICS	YM	M	L	YMML
374 MXS – MOBILITY SECTION	YM	M	M	YMMM
374 MXS – NONDESTRUCTIVE INSPECTION	YM	M	N	YMMN
374 MXS – ELECTRO/ENVIRONMENTAL	YM	M	O	YMMO
374 MXS – REFURBISHMENT	YM	M	R	YMMR
374 MXS – AIRCRAFT STRUCTURAL MAINT	YM	M	S	YMMS
374 MXS – AIRCRAFT METALS TECHNOLOGY	YM	M	T	YMMT
374 MXS – PROPULSION TEST CELL	YM	M	V	YMMV
374 MXS – ISO SUPPORT SECTION/ PROPULSION ISO	YM	M	X	YMMX
374 MXS – PROPULSION MATERIAL SUPPORT	YM	M	Z	YMMZ

13.4.1. Units will etch, stamp, or mark assigned tools, equipment and CTK's with the local World Wide Identification (WWID) codes list in **Table 13.1. (Added)** of this supplement.

13.4.1.2. (Added) Items that are too small to mark, stamp, or etch will be enclosed in a container marked with the WWID. The container and the number of pieces inside will be listed in the inventory. Each item in the container need not be listed separately on the inventory; however, the container and the number of

pieces inside will be listed in the inventory. If the container is the original equipment from the manufacturer, then the manufacture's quantity markings may be used.

13.4.7.1. (Added) The assigned CTK number will be marked in a conspicuous location using characters 3/4 inch or larger on at least two sides of the CTK. Only one WWID number will be used on a toolbox, kit, or tool (**EXCEPTIONS:** location number). If a number is changed, previous markings will be completely removed so there can be no question to its ID.

13.4.7.2. (Added) All kits used for mobility commitments, not permanently attached to mobility bins, will also be marked with the mobility increment number (i.e., T1-0001-05), unit of assignment (i.e., 374 MXS), weight in pounds (i.e., 25 lbs.), dimensions (length x width x height) in inches (i.e., 24 x 8 x 10), and the unit type code (UTC) (i.e., 3NCCG) per AFI 10-403, *Deployment Planning And Execution*. Mobility kits will contain an inventory list.

13.4.7.3. (Added) Hard hats and bump caps kept in CTKs will be marked with WWID no more than 1/2 inch high (i.e., embossing label tape or stick-on letters). Hard hats issued from a CTK will have the master CTK designation number.

13.4.7.4. (Added) Crash recovery/response Personal Protective Equipment (PPE) stored in crash recovery trailers/vehicles will be stored in bins listing type, size and quantity. All other PPE items (reflective belts, headsets, etc) will be issued and controlled as CTK items.

13.4.8. Reflective material (minimum of 1-1/2 inches wide) will be used to highlight all four sides of CTK's used on the flight line, to include length and width of each kit. A minimum length of 6" will be used in each corner, horizontally and vertically when any dimension is greater than 12". For any dimension shorter than 12", the length of the reflective tape will extend the full length of that dimension.

13.5.1.1.1. Track all Hazardous Materiel (HAZMAT) items with TAS or its equivalent. Perform monthly shelf life inspections.

13.5.1.2.1. (Added) Chit control boards, with devices for holding chits, will be maintained in a container equipped with a locking device and secured when unattended. Centralized tool rooms that are manned 24 hours a day, may maintain their chits in a controlled access area on a control board without a locking device.

13.5.1.2.2. (Added) Each chit will be marked with the WWID.

13.5.1.2.3. (Added) An inventory of all chit sets will be made at the beginning and end of each shift and will be documented on the PACAF IMT 140. If chits are used as a back-up system for TAS, they will be inventoried every 180 days. Should the chits be used as a primary control system (if TAS goes down), they will be inventoried daily.

13.5.1.2.4. (Added) Color-coded chits. Three color-coded special chits will be used to identify tools removed from individual issued tools (these chits will not be used outside the tool room). Red chits- indicate broken tools and will be annotated on the PACAF IMT 140 Part II, *Broken/Removed Tools*. Yellow chits- indicate tools removed to test, measurement, and diagnostic equipment (TMDE) for calibration. White chits- indicate equipment or tools that have been issued under the AF IMT 1297.

13.5.1.2.4.1. (Added) Chits with colors coded to the TAS color coded system may be used in addition to the Red, Yellow and White chits (e.g., TAS uses the color blue for Long Term Issued (LTI) tools).

13.5.1.2.4.2. (Added) *Red Chits*--To indicate broken tools, items missing or removed from an in-shop CTK. The red chits will be placed in the broken or missing tool's location. A log will be maintained to

indicate the location, chit number, date issued, tool nomenclature, and tool replacement document number for each red chit used. For toolboxes that are used on the flight line, remove broken tools and annotate PACAF IMT 140.

13.5.1.2.4.3. (Added) *Yellow Chits*--To indicate equipment or tools removed for repair or calibration. This also applies to TMDE controlled under the show and tell concept.

13.5.1.2.4.4. (Added) *White Chits*--To indicate equipment or tools that have been issued under the AF IMT 1297.

13.5.2. To maintain CTK security, all CTK areas will only be accessed by individuals authorized in writing by the Support Section NCOIC or OIC. CTK items will be controlled by either TAS, chits, or AF IMT 1297 hand receipts. For accountability purposes, at the beginning of each shift, an inventory printout, from TAS, will be made of all items that have been checked out. This will be used to perform a complete inventory of the entire CTK. This inspection will be documented on the PACAF IMT 140 by the on-coming shift supervisor or CTK monitor. A back-up of all assets should be automatically performed (established by the TAS user setup program) every hour or manually accomplished by the CTK monitor every 3 hours should the automatic program not be in use or fail to function.

13.5.2.1.1. (Added) The CTK user will ensure the CTK is complete, clean, dry, and free of FOs prior to turn-in.

13.5.2.1.2. (Added) All FOs and unauthorized bench stock items will be removed from CTK's and its foreign object damage (FOD) bag before turn-in.

13.5.2.1.3. (Added) FO bags will be identified with the word "FOD", the CTK number, and will be listed on the master inventory list (MIL). All CTKs used on the flight line must have a FO bag.

13.5.2.1.4. (Added) When tools/equipment and CTKs return from deployment or TDY, the individual responsible for the items will be present when assets are checked in to the tool room.

13.5.2.1.5. (Added) Pro Super or higher may authorize turnover of tools at the job site. The individual relinquishing responsibility for the equipment will perform a 100% accountability check at the job site in the presence of squadron maintenance supervision, Pro Super or expediter and the individual assuming responsibility. If all tools are accounted for the individual assuming responsibility for the equipment will accomplish a second 100% accountability check at the job site in the presence of the expediter, Pro Super or squadron maintenance supervision.

13.5.2.1.6. (Added) The individual assuming responsibility will complete an AF IMT 1297, listing all CTK, special tools, and test equipment being transferred. They will line through the last open block, indicating last item to be transferred and sign the temporary issue receipt.

13.5.2.1.7. (Added) The individual relinquishing responsibility will verify the completed hand receipt and deliver it to the Tool Room.

13.5.2.1.8. (Added) Once the completed AF IMT 1297 is received by Tool Room personnel, listed tools/equipment will be transferred to the individual assuming responsibility in TAS.

13.5.2.1.9. (Added) Tool Room personnel will not issue tools/equipment to an employee number other than the individual who takes equipment custody at the Tool Room window.

13.5.2.2. Inspect all tools for serviceability, appropriate etching/markings, accuracy of inventories and FOs. Annotate the inspections on the AF IMT 2411 and track it using TAS.

13.5.4.1. CTK's that are not in frequent use (i.e., mobility, recovery kits) may be sealed and inventoried when the seal is broken or semiannually whichever comes first. This inspection must be documented on the AF IMT 2411 and tracked in TAS.

13.6. For local tool manufacture procedures, refer to 374 AWI 23-201.

13.6.1. (Added) The CTK monitor will keep all approved locally designed tool requests, to include a picture of the item, on file in their CTK continuity book. Locally manufactured tools and equipment will be controlled and issued in the same manner as any other CTK item.

13.8.1.1. The Pro Super immediately notifies the Squadron Commander, Flight Commander/Chief, Support Flight, QA, and the MOC. MOC notifies the 374 MXG/CC of the missing item/tool. If an aircraft is involved, refer to chapter 11 of this supplement for impoundment procedures.

13.8.1.8.1. Authorization to clear red-X's when a tool cannot be located resides with 374 MXG/CC, 374 MXG/CD, or 374 MXG Group Enlisted Manager (374 MXG/CCG).

13.9. Replacement, expendable and consumable hand tools and HAZMATs will be strictly controlled by locking them in a storage bin, and a TAS inventory list will be maintained listing item type, quantity and either stock number or part number.

13.9.2. (Added) Warranty Tools will not be modified or altered in any way without permission from the contractor/manufacture to prevent voiding the warranty. All CTK personnel will be aware of all tools supplied under a warranty program and will also be aware of notification and tool replacement procedures with the contractor/manufacture.

13.10.3. Pre-packaged containers with rags will be controlled and issued in rag containers using TAS. Any rag container turned in without the proper amount of rags will be treated as a lost tool.

15.2.2.2. The following paragraphs establish flying hour verification, accounting, and reporting procedures. (**NOTE:** original AFTO IMTs 781 are the source documents for utilization data and will be used to resolve all discrepancies.)

15.2.2.2.1. (Added) 374 AMXS Debrief Section will:

15.2.2.2.1.1. (Added) Load flying time into IMDS for all assigned aircraft, to include aircraft deployed or TDY. This will be accomplished by the end of each flying day, or in the event IMDS is down, as soon as IMDS is restored.

15.2.2.2.1.2. (Added) Assist 374 OSS utilization monitors in correcting discrepancies discovered during the verification process.

15.2.2.2.2. (Added) 374 MOS PS&D will:

15.2.2.2.2.1. (Added) Serve as the single POC to monitor the wing's IMDS utilization data and to verify flying hour inputs with the responsible organizations.

15.2.2.2.2.2. (Added) Run an IMDS AUR, format 'B' daily. Ensure the report is run in Zulu time, accomplishment only, and is cumulative for the given month (e.g., 1-13 for a report run on the 13th). Convert to a MS Word document and e-mail to all applicable operations and maintenance agencies.

15.2.2.2.2.3. (Added) On the first duty day of each month, run a cumulative AUR 'B' and an AUR 'C' for the previous month, convert to a MicroSoft Word document and e-mail to all applicable operations and maintenance agencies.

15.2.2.2.2.4. (Added) Run additional AURs as requested by applicable agencies.

15.2.2.2.2.5. (Added) Provide Maintenance Scheduling Application Tool (MSAT) flying hour reports to other agencies upon request.

15.2.2.2.3. (Added) OS Utilization Monitors will:

15.2.2.2.3.1. (Added) Reconcile original AFTO IMTs 781 with the current AUR 'B' daily. Report discrepancies to applicable debrief section for correction.

15.2.2.2.3.2. (Added) NLT the fourth day of each month, perform a complete reconciliation of the previous month's AUR 'B' using original AFTO IMTs 781. Report any discrepancies to applicable debrief section for correction.

15.2.2.2.4. (Added) 374 OSS Aviation Vehicle Utilization Monitor (AVUM) will:

15.2.2.2.4.1. (Added) NLT the fifth day of the month, report the previous months final totals to PACAF Operation Training (PACAF/DOTT) in the appropriate format.

15.2.2.2.4.2. (Added) Prepare daily/weekly flying hour slide presentations to brief 374 OG, 374 MXG, and 374 AW/CC as required.

15.2.2.2.4.3. (Added) Maintain the 374 AW Flying Hour Scoreboard.

15.2.2.2.4.4. (Added) Maintain overall responsibility for verification, accounting, and reporting of flying hours.

15.2.3.1.1. (Added) All IMDS products maintained by 374 MOS PS&D, 374 MXS AGE Scheduling, and 374 MOS EM will be updated immediately as changes occur. Maintain up-to-date IMDS hard-copy backup products. These products should be manually updated in red ink with current information as it occurs. Verify manual updates against new product updates. Ensure IMDS has the correct information. If IMDS is not showing current data, transcribe all red ink manual write-in updates to new products prior to ensuring IMDS updates were made. Old products will not be destroyed or discarded until new ones are received.

15.2.3.1.2. (Added) As a minimum, 374 MOS PS&D will maintain Planning Requirements Listing (PRA), Workable TCTO Report (WTR), TCTO status summary (TSS), TCTO index listing (TIL), job master listing (JML), and AURs. All products will be run weekly, except AURs which will be run daily, and TSSs and JMLs which will be run monthly. EM will maintain a Multiple Tracked Equipment (MTE) and TSS as a minimum, running new products weekly. AGE Scheduling will, as a minimum, maintain Time Distribution Index (TDI) and TSS for all equipment, running new products weekly.

15.2.3.1.3. (Added) All scheduling sections will utilize MSAT to the fullest extent possible.

15.2.3.2. Performing work centers will:

15.2.3.2.1. (Added) Annotate all significant histories in IMDS automated history event (AHE) NLT 48 hours after event takes place.

15.2.3.2.2. (Added) Initiate an IMDS AHE upon receipt of all new equipment requiring an AFTO IMT 95, **Significant Historical Data**.

15.2.3.3. 374 MOS PS&D will:

15.2.3.3.1. (Added) Use locally developed Jacket File Checklist for all jacket file reviews.

15.2.3.3.2. (Added) Track missing AFTO IMT 781s on a locally developed tracking sheet. Forward tracking sheet with all missing forms letters to 374 AMXS Sortie Generation Flight Chief on a weekly basis.

15.2.3.4. Each C-130 aircraft will have document reviews completed at least once every 14 calendar days. Document reviews will also be accomplished prior to and upon completion of ISO inspection, PDM, and refurbishment. Additionally, document reviews will be performed not earlier than 2 duty days prior to the departure of an aircraft deploying away from home station for more than 14 days, and NLT 3 duty days after return to home station. Document reviews will be performed by the crew chief designed by AMU PS&D if 2R1 personnel are not part of the deployment. Document reviews will be accomplished immediately upon an aircraft entering Hangar Queen status, every 7 days thereafter, and immediately upon removal from Hangar Queen status. Document reviews must be of sufficient depth and detail so as to ensure complete accuracy between aircraft AFTO IMT 781, IMDS, CEMS (if applicable), and supply records.

15.2.3.4.2. (Added) 374 MOS PS&D will:

15.2.3.4.2.1. (Added) Make every effort to schedule document reviews for days that the affected aircraft is not flying.

15.2.3.4.2.2. (Added) Initiate the aircraft document review by providing the 374 AMXS Sortie Generation Flight with either an Automated Records Check (ARC) or a comparable IMDS on-line printout (as desired) the evening prior to or morning of a document review.

15.2.3.4.2.3. (Added) Perform the PS&D portion of the document review by ensuring the aircraft forms have been reconciled with IMDS.

15.2.3.4.2.4. (Added) Verify aircraft and engine current operating times (COT) on AFTO IMT 781H, **Aerospace Vehicle Flight Status and Maintenance**, and AFTO IMT 781J, **Aircraft and Engine Operating Time, Cycle and Oil Added**, matches IMDS. Place a red line under the last entry in the AFTO IMT 781J and annotate next to the line "all times correct and match IMDS" (initials).

15.2.3.4.2.5. (Added) Review AFTO IMT 781F, **Aerospace Vehicle Flight Report and Maintenance Document**, for accuracy.

15.2.3.4.2.6. (Added) Verify all TCTOs on AFTO IMT 781K, **Aerospace Vehicle Inspection, Engine Data, Calendar Inspection and Delayed Discrepancy Document**, with ARC or IMDS printout.

15.2.3.4.2.7. (Added) Verify all deferred discrepancies on AFTO IMT 781K with ARC or IMDS printout.

15.2.3.4.2.8. (Added) Ensure any overdue SIs or time changes have been properly scheduled and annotated on AFTO IMT 781K.

15.2.3.4.2.9. (Added) Ensure differences have been annotated and the crew chief signs the ARC or IMDS printout.

15.2.3.4.2.10. (Added) Ensure discrepancies found are corrected and updated in the IMDS database prior to the completion of the document review. Ensure crew chief does not clear the records check in IMDS until all records are verified and corrected.

15.2.3.4.2.11. (Added) Initial in the appropriate block in the AFTO IMT 781A upon completion of their portion of the document review.

15.2.3.4.2.12. (Added) File completed ARC or IMDS printout in the aircraft jacket file until next document review is completed.

15.2.3.4.3. (Added) The 374 AMXS AMU NCOIC (or designated representative) will:

15.2.3.4.3.1. (Added) Ensure either the dedicated crew chief or assistant performs the document review for their aircraft with the ARC or IMDS printout received from their 374 MOS PS&D.

15.2.3.4.3.2. (Added) Perform final review to ensure the AFTO IMTs 781 are accurate and the aircraft forms binder is in good repair, before the aircraft forms go to 374 MOS PS&D for completion of the document review. Initial in the appropriate block of the AFTO IMT 781A upon completion.

15.2.3.4.4. (Added) The 374 AMXS Aircraft Dedicated Crew Chief or Assistant will:

15.2.3.4.4.1. (Added) Assume responsibility for accuracy of AFTO IMTs 781, completing the document review, and resolving any discrepancies.

15.2.3.4.4.2. (Added) Print new automated AFTO IMT 781A and 781K prior to beginning document review. Print new AFTO IMT 781J as necessary.

15.2.3.4.4.3. (Added) Place a discrepancy in the AFTO IMT 781A indicating a document review is due. Ensure the following shops (if applicable) initial in the corrective action block when they complete their portion of the document review: 374 MOS PS&D, Supply Section, EM, and 374 AMXS AMU NCOIC.

15.2.3.4.4.4. (Added) Upon receipt of ARC or IMDS printout, verify accuracy of AFTO IMTs 781A, 781H, 781J, and 781K. Ensure all new discrepancies are entered into the IMDS database and any completed discrepancies are cleared from IMDS. Contact other work centers as necessary to have them complete their IMDS events.

15.2.3.4.4.5. (Added) Ensure all discrepancies with a scheduled start date and time greater than 5 days after the date of discovery are deferred, all TCTOs are entered on AFTO IMT 781K IAW T.O. 00-20-1 and all entries on the front of the AFTO IMT 781 K are made IAW T.O. 00-20-1.

15.2.3.4.4.6. (Added) Will coordinate with 374 AMXS supply to ensure all necessary parts are ordered and document numbers are entered into IMDS.

15.2.3.4.4.7. (Added) Ensure 374 MOS EM Section verifies engine and propeller serial numbers, and engine operating times.

15.2.3.4.4.8. (Added) Return completed ARC or IMDS printout to the PS&D Section after document review is completed.

15.2.3.4.5. (Added) 374 AMXS supply will verify validity of document numbers in AFTO IMT 781K and verify all existing document numbers for each aircraft.

15.2.3.4.6. (Added) The 374 MOS EM Section will verify installed engine and propeller serial numbers and engine COT. They will also initial in the appropriate block of the AFTO IMT 781A upon completion of their portion of the document review.

15.2.3.4.7. (Added) Contract Maintenance personnel will perform aircraft document reviews IAW their applicable SOW.

15.2.3.5.1. (Added) C-130 Pre-dock Procedures:

15.2.3.5.1.1. (Added) All C-130 pre-dock meetings will be attended by 374 MOS PS&D, 374 AMXS Pro Super, 374 MXS Pro Super, aircraft dedicated crew chief or assistant, 374 MXS ISO dock chief, and 374 MOS EM.

15.2.3.5.1.2. (Added) 374 MOS PS&D will:

15.2.3.5.1.2.1. (Added) Prior to the pre-dock meeting incorporate all requirements against the aircraft into a work package. Schedule all known requirements using IMDS screen 86 (ZSC) and transcribe the JCNs to AF IMT 2410, **Inspection/TCTO Planning Checklist**. Annotate deferred discrepancies to be repaired during the inspection using their original JCN. Using the AF IMT 2410 as an aid in planning and conducting the pre-dock inspection meeting, list the meeting attendees in block 14. List any significant discussion items presented in the meeting (i.e., corrosion found on floor board panels and require removal for stripping and painting, also any preparation and towing). In block 15 show additional specialist support tasks. Input from 374 MOS PS&D and 374 MOS EM will be solicited on an as required basis.

15.2.3.5.1.2.2. (Added) Inform representatives of the inspection schedule, input/output dates, type and number of ISO inspection due, TCTOs, time change items (TCI), special inspections, deferred discrepancies and any other special requirements to be accomplished.

15.2.3.5.1.2.3. (Added) Provide a copy of the AF IMT 2410, once completed with signatures, to the ISO dock chief and maintain a duplicate suspense copy in the aircraft jacket file.

15.2.3.5.1.3. (Added) Pre-dock meeting attendees will inform 374 MOS PS&D of any limiting factors, which might affect the scheduled output date, and provide possible solutions/recommendations. Attendees will sign block 14 of the AF IMT 2410 to indicate acknowledgment of their responsibilities upon completion of the pre-dock inspection meeting. Once signed, the completed AF IMT 2410 is a contract between the 374 MXS ISO section and 374 AMXS.

15.2.3.5.2. (Added) C-130 Post Dock Procedures:

15.2.3.5.2.1. (Added) Attendees of the post-dock inspection meeting will be the same as those of the pre-dock inspection meeting.

15.2.3.5.2.2. (Added) The dock chief will:

15.2.3.5.2.2.1. (Added) Verify completion of all inspection requirements and transcribe/defer all open discrepancies to the appropriate AFTO IMT 781s and IMDS. Change delivery destination for all parts ordered and not received during the inspection.

15.2.3.5.2.2.2. (Added) Complete automated events and basic inspection event in IMDS, ensuring all WCE pertaining to the inspection are completed and present a completed IMDS 380 print out for the ISO to 374 MOS PS&D for filing.

15.2.3.5.2.2.3. (Added) Ensure the Pro Super is informed of all incomplete/deferred open discrepancies and formulate a plan to resolve these discrepancies with other affected agencies.

15.2.3.5.2.2.4. (Added) Ensure all attendees sign the AF IMT 2410 signifying ISO completion, with any pertinent remarks as to non-completion of any work cards.

15.2.3.5.2.2.5. (Added) 374 MOS PS&D will file completed ISO work package, AF IMT 2410 and computer-generated listing of completed on-line work orders in the affected aircraft jacket file.

15.2.3.6. Inspection Requirements for Historical Documents.

15.2.3.6.1. (Added) 374 MOS PS&D will:

- 15.2.3.6.1.1. (Added) Comply with decentralized records reviews during all aircraft jacket file reviews.
- 15.2.3.6.1.2. (Added) Use applicable Jacket File Checklist for all records reviews.
- 15.2.3.6.1.3. (Added) Provide maintaining work centers with a list of all errors discovered during reviews.
- 15.2.3.6.2. (Added) Maintaining work centers will:
 - 15.2.3.6.2.1. (Added) Ensure records are available during decentralized records reviews.
 - 15.2.3.6.2.2. (Added) Correct all errors discovered during records reviews NLT 48 hours after notification of errors.
 - 15.2.3.6.2.3. (Added) Provide 374 MOS PS&D statement of corrective actions.
- 15.2.3.7. Management of the 374 AW's SI, TCI, TCTO, and Aircraft Configuration Management Programs
 - 15.2.3.7.1. (Added) 374 MOS PS&D will:
 - 15.2.3.7.1.1. (Added) Provide oversight of the SI and TCI program. Conduct quarterly reviews of the IMDS PRA for C-130 and UH-1N aircraft to ensure proper TCI and SI documentation. When an MDS' error rate exceeds 10 percent, conduct monthly reviews on that MDS until the error rate decreases below 10 percent. Correct all errors within three duty days.
 - 15.2.3.7.1.2. (Added) Conduct weekly reviews to ensure the total number of SIs and TCIs per aircraft that are on the PRA match the applicable matrix. Correct all errors within three duty days.
 - 15.2.3.7.1.3. (Added) Provide technical assistance as required to UH-1N scheduling section, performing workcenters, and supervisors required.
 - 15.2.3.7.2. (Added) 374 MOS PS&D and 374 MOS EM will:
 - 15.2.3.7.2.1. (Added) Schedule calendar TCIs 45 days prior to the required month using IMDS screen 86.
 - 15.2.3.7.2.2. (Added) Schedule cartridge/propellant activated device (CAD/PAD) items 45 to 60 days prior to the scheduled date of time change using IMDS screen 86.
 - 15.2.3.7.2.3. (Added) Schedule hourly time changes when they have 50 hours remaining until due using IMDS screen 86.
 - 15.2.3.7.2.4. (Added) Order required replacement items using an AF IMT 2005, **Issue/Turn-In Request**, or the SBSS module of IMDS following procedures outlined in Air Force Computer Systems Manual (AFCSM) 21-579, *Maintenance-Supply Interfac*, (374 MOS PS&D and 374 MOS EM only).
 - 15.2.3.7.2.5. (Added) After completion of the time change by the performing workcenter, process Suspense Validation using IMDS screen 128 (transaction identification code [TRIC] quality verification result [QVR]). Be sure to verify correct part/serial number information, date installed and position installed.
 - 15.2.3.7.2.6. (Added) After processing IMDS screen 128, load the new TCI part/serial number and due date/time to the job standard number using IMDS screen 372 (TRIC ISP) for aircraft TCIs, or IMDS screen 378 for engine and propeller TCIs.
 - 15.2.3.7.2.7. (Added) Use IMDS screen 372 (ISP) to correct errors identified during suspense validation or quarterly PRA reviews. For hourly TCIs, always ensure the current time plus the time remaining

equals the time change interval. The due dates for CAD/PAD items will be the last day of the month in which it is due (i.e., 31 Aug 1999, 28 Feb 2000).

15.2.3.7.2.8. (Added) Use IMDS screen 392 (AHE) Automated History Narrative Load/Change, to ensure an entry is made in the AHE of both the aircraft/engine and the part/serial number that was changed (for items that require AFTO IMT 95 IAW T.O. 1C-130A-6, *Aircraft Scheduled Inspection and Maintenance Instructions*, Section 2, Part D) identifying date item was changed and current airframe hours.

15.2.3.7.3. (Added) Performing work center will:

15.2.3.7.3.1. (Added) After completion of the maintenance tasks, complete IMDS documentation using TRIC "JDM", Job Data Documentation (Screen #907), ensuring use of proper Type Maintenance (TM), WUC, How Malfunction (HMAL), and AT codes. The use of an AT code of "G" and a HMAL code of "105" are not authorized when documenting TCIs.

15.2.3.7.3.2. (Added) Provide applicable hard copy documentation (i.e., AFTO IMT 95, fire extinguisher squib wrapper) to 374 MOS PS&D Section as required.

15.2.3.7.3.3. (Added) Track inspection criteria using IMDS automated products. Either a PRA or TDI will be used to track inspection due dates. Work centers will run new IMDS background products on a weekly basis. If the workcenter does not have the capability to run IMDS background products, request the products from 374 MOS MDSA. Work centers are required to manually update all changes as they occur on the products in red pencil/ink until new products are received.

15.2.3.7.4. (Added) 374 MOS QA will provide the necessary oversight of UH-1N maintenance contractors to ensure complete compliance with contract SOW standards.

15.2.3.7.5. (Added) Time Change Forecasting:

15.2.3.7.5.1. (Added) 374 MOS PS&D will:

15.2.3.7.5.2. (Added) Consolidate, review, and forward forecasts. **NOTE:** CAD/PAD forecasts will be forwarded to OO-ALC by the 1st of August each year.

15.2.3.7.6. (Added) 374 AMXS, 374 MOS PS&D and OSS Life Support will:

15.2.3.7.6.1. (Added) Ensure all required TCIs are properly loaded to each aircraft.

15.2.3.7.6.2. (Added) Forecast all applicable TCIs required by T.O. 00-20-9, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items*, applicable commodity T.O.s and the aircraft Dash 6 using IMDS Screen #490. **NOTE:** CAD/PAD forecasts will be forwarded by the 15th of July each year to the 374 MOS PS&D.

15.2.3.7.7. (Added) 374 MOS EM will forecast and manage engine related TCIs IAW T.O. 2-1-18, *Aircraft Engine Operating Limits and Factors Operating Limits and Pipeline Times*.

15.2.3.7.8. (Added) Management of the 374 AW TCTO Program.

15.2.3.7.8.1. (Added) TCTO managing and scheduling activities will:

15.2.3.7.8.1.1. (Added) Maintain a current IMDS TSS report within their section for management of applicable TCTOs. (**NOTE:** For sections using MSAT a physical TSS is not required.)

15.2.3.7.8.1.2. (Added) Update IMDS as status changes occur associated with scheduling compliance (i.e., Status Code 15 to 17 for a phase aircraft) (Maintenance Operations Flight [MOF] PS&D will do this for all aircraft and commodity TCTOs).

15.2.3.7.8.1.3. (Added) Prepare on-line work orders for applicable TCTOs.

15.2.3.7.8.1.4. (Added) Request IMDS screen access by letter to MOF PS&D for access to any TCTO subsystem screens needed. Letter must state reason for needed access, name of individual, rank, user ID, employee number, date eligible for return from overseas (DEROS) and TRIC and option requested.

15.2.3.7.8.2. (Added) Performing work centers will:

15.2.3.7.8.2.1. (Added) Order, manage and dispose of HAZMAT items for applicable TCTOs utilizing the cradle-to-grave methodology. The requisition number will be forwarded to the applicable PS&D for follow-up action during the shared resources or TCTO reconciliation meetings.

15.2.3.7.8.3. (Added) MOF PS&D will:

15.2.3.7.8.3.1. (Added) Load a WCE 802 action for QA to perform an initial evaluation of all TCTOs/one time inspections (OTI).

15.2.3.7.8.3.2. (Added) Prepare on-line work orders for all commodity TCTOs.

15.2.3.7.8.3.3. (Added) Update IMDS as status changes occur associated with scheduling compliance (i.e., Status Code 15 to 17 for a ISO aircraft) for all aircraft and commodity TCTOs.

15.2.3.7.8.3.4. (Added) Notify applicable maintenance supervision of date and time of TCTO meetings.

15.2.3.8.1. (Added) TCTO folders will be setup IAW guidance in AFI 21-101, paragraph 15.12.2.2.3. All scheduling sections will setup their TCTO folders to match the master TCTO folder located in 374 MOS PS&D.

15.2.3.9.1. (Added) Procedures for freezing and consolidating aircraft and equipment records in the event of an accident or mishap:

15.2.3.9.1.1. (Added) In the event of a Class A flight mishap, or when requested by an impoundment official involving aircraft assigned to the 374 AW, 374 MOS MOC will contact 374 MOS Analysis IMDS database manager and request applicable aircraft history stored in the database.

15.2.3.9.1.2. (Added) Immediately after MOC notification, the IMDS database manager will place the system in file update (FUD) mode, and a save of the database will be performed. After the save, all initial products will be run and copies will be e-mailed to 374 MXG QA.

15.2.3.9.1.3. (Added) For all other mishap classifications, three copies of products will be made and provided to the local safety office or mishap board.

15.2.3.9.1.4. (Added) After products have been generated, 374 MOS PS&D will change the IMDS possession purpose identifier code of the mishap aircraft to signify current status of the aircraft. IMDS will be brought out of FUD mode and returned to normal processing.

15.2.3.9.1.5. (Added) 374 MXG QA will ensure the 374 MOS PS&D is notified of the event and all agencies that maintain records for effected aircraft are notified to freeze those records.

15.2.3.9.1.6. (Added) 374 MOS PS&D will gather all aircraft records for 374 MXG QA. 374 MXG QA will deliver all records to local safety office or mishap board.

15.2.3.9.1.7. (Added) Historical records will be maintained IAW all applicable T.O. 00 series, AFI 21-101 and the jacket file review checklist developed by 374 MOS PS&D (if applicable). The 374 MOS EM, and 374 MXS AGE Scheduling Section will ensure all required items are annotated on historical records and the records are reviewed when required.

15.2.3.10.1. (Added) An aircraft transfer prep inspection planning meeting, chaired by 374 MOS PS&D, will be held prior 7 duty days prior to aircraft transfer. Attendees will consist of the following: 374 MXG/QA, 374 AMXS Pro Super, 374 MXS Pro Super, and specific work centers involved in the transfer inspection. The goal will be to identify specific items to be accomplished as part of the transfer prep inspection. PS&D will annotate items agreed to as transfer prep inspection requirements on an AF IMT 2410. All items will be accomplished NLT two days prior to transfer, except for transfer post-dock meeting which will be accomplished the day prior to transfer. The transfer post-dock will require the same attendees as the transfer prep inspection meeting.

15.2.3.10.2. (Added) 374 MOS PS&D will:

15.2.3.10.2.1. (Added) Ensure all decentralized records are retrieved and placed in the aircraft jacket file.

15.2.3.10.2.2. (Added) Make an automated history entry indicating when aircraft is transferring, where it is transferring to, and aircraft hours when transferred.

15.2.3.10.2.3. (Added) Inventory aircraft jacket file using AFTO IMT 290, **Aerospace Vehicle Delivery Receipt**, prior to releasing jacket file to 374 AMXS Pro Super.

15.2.3.10.2.4. (Added) Perform aircraft document review one duty day prior to aircraft departure.

15.2.3.10.3. (Added) 374 AMXS will:

15.2.3.10.3.1. (Added) Pro Super will ensure all items identified on AF IMT 2410 are completed and signed off in IMDS.

15.2.3.10.3.2. (Added) Pro Super will ensure flight crew inventories the aircraft jacket file and signs the AFTO IMT 290 prior to releasing the jacket file to the flight crew. Return a signed copy of the AFTO IMT 290 to 374 MOS PS&D.

15.2.3.10.3.3. (Added) Support Section will accomplish -21 equipment inventory using AF IMT 2692, **Aircraft/Missile Equipment Transfer/Shipping Listing**. Upon completion of inventory, provide 374 MOS PS&D two copies of the AF IMT 2692.

15.2.3.10.4. (Added) 374 MXG/QA will:

15.2.3.10.4.1. (Added) Ensure aircraft W&B is updated NLT one duty day prior to aircraft departure.

15.2.3.10.5. (Added) An aircraft acceptance inspection planning meeting, chaired by 374 MOS PS&D, will be held NLT than 1 duty day prior to scheduled aircraft arrival. Attendees will consist of the following: 374 MXG/QA, 374 AMXS Pro Super, 374 MXS Pro Super, and specific work centers involved in the transfer inspection. The goal will be to identify specific items to be accomplished as part of the acceptance inspection. PS&D will annotate items agreed to as acceptance inspection requirements on an AF IMT 2410. All items listed on the AF IMT 2410 will be accomplished prior to the acceptance inspection post-dock meeting. The acceptance inspection post-dock will require the same attendees as the acceptance inspection meeting and will be held one duty day prior to the aircraft's first scheduled flight.

15.2.3.10.5.1. (Added) 374 MOS PS&D will:

15.2.3.10.5.1.1. (Added) After receiving aircraft jacket file from 374 AMXS Pro Super, inventory it using AFTO IMT 290 to ensure all records are accounted for. After inventory is complete, notify workcenters that maintain decentralized records to pickup applicable records from 374 MOS PS&D.

15.2.3.10.5.1.2. (Added) Make an automated history entry indicating where aircraft is transferring from, when it arrived, and aircraft hours upon arrival. If aircraft is returning from PDM or Unscheduled Depot Level Maintenance (UDLM), ensure all hard copy AFTO IMT 95's are automated. Using the PDM AFTO IMT 95's, update all special inspections, time change items, and TCTOs that were accomplished at PDM in IMDS.

15.2.3.10.5.1.3. (Added) Perform aircraft document review one duty day prior to aircraft's first scheduled flight.

15.2.3.10.5.2. (Added) 374 AMXS will:

15.2.3.10.5.2.1. (Added) Pro Super will ensure flight crew inventories the aircraft jacket file and signs the AFTO IMT 290 prior to accepting the aircraft jacket file from the flight crew. Deliver a signed copy of the AFTO IMT 290 along with the aircraft jacket file to 374 MOS PS&D upon aircraft arrival or NLT 0800 the next duty day.

15.2.3.10.5.2.2. (Added) Pro Super will ensure all items identified on AF IMT 2410 are completed and signed off in IMDS.

15.2.3.10.5.3. (Added) 374 MXG/QA will:

15.2.3.10.5.3.1. (Added) Ensure aircraft W&B is updated NLT one duty day prior to aircraft's first scheduled flight.

15.2.4. The JML for off-equipment items will be maintained by the owning work center.

15.2.4.1. Work centers will:

15.2.4.1.1. (Added) Use the IMDS TRIC "JFP" Job Flow Package Load (Screen #466) to load applicable JSTs for all inspection and time changes listed in the applicable equipment T.O. Load and establish new equipment items into IMDS with 5 duty days after receipt. Contact QA and 374 MOS PS&D for updates to IMDS JFP or JST.

15.2.4.1.2. (Added) 374 MOS PS&D will provide assistance when required.

15.2.4.1.3. (Added) ID numbers will be created by work centers IAW procedures set forth in AFCSM 21-564, Volume 2, *Status and Inventory Reporting*.

15.3.5.2. Procedures for records taken off-station.

15.3.5.2.1. (Added) When aircraft are deployed off-station for a duration of 14 days or longer for exercises or contingency and parent-unit maintenance is provided, 374 MOS PS&D will assemble an IMDS records package (ARC, PRA) for inclusion in the aircraft forms binder. This package will be prepared not earlier than 24 hour prior to aircraft departure. MSAT products can be substituted for IMDS products.

15.3.5.2.2. (Added) Aircraft jacket files will only accompany aircraft in the following instances: PDM, UDM, extended loan (over 30 days), or permanent transfer.

15.11.2. 374 MXG/QA will:

15.11.2.1. (Added) In coordination with performing workcenters, draft 107 requests and Depot Technical Assistance Requests IAW T.O. 00-25-107, *Maintenance Assistance*, when required and forward to 374

MXG for approval (courtesy copy the MOC and 374 MOS PS&D, and any other affected agency). Notify 374 MOS PS&D (<mailto:374mos.mxoops@vokota.af.mil>) upon formal depot acceptance of the 107 requests. This is necessary to ensure proper aircraft inventory reporting.

15.11.4. 374 MOS PS&D will change aircraft possession purpose identifier to “BQ” upon receipt of transmitted 107 request from 374 MXG/QA. Complete AFI 21-103, *Equipment Inventory, Status and Utilization Reporting*, reporting as required.

18.13.6. Arm/De-arm and Parking Procedures for Transient Fighter Aircraft by TA:

18.13.6.1. (Added) Arm/de-arm and EOR of explosives-loaded aircraft or armed gun will be performed at the designated arm/de-arm area at the end of the runway. Arm/de-arm and EOR of aircraft loaded with inert or captive munitions to include impulse cartridges and chaff/flare will be performed on the transient aircraft-parking ramp (Bravo Ramp).

18.13.6.2. (Added) Parking of explosives-loaded aircraft will be coordinated through Airfield Management.

18.13.6.3. (Added) Team composition will be no less than two people; one for marshalling and one or more for arm/de-arm.

18.13.6.4. (Added) Due to no EOR facility at Yokota AB, all equipment will be positioned and removed by TA personnel.

18.16.4. (Added) Maintenance LMR System. This paragraph assigns LMR system equipment and call signs within aircraft maintenance functions and establishes procedures for the operation, maintenance, and security of assigned LMRs, to include initial operator training. It applies to all maintenance functions under the maintenance LMR system. It also implements AFI 33-106, *Managing High Frequency Radios, Personal Wireless Communication Systems, and the Military Affiliate Radio System*.

18.16.4.1. (Added) Radio Operation Procedures:

18.16.4.1.1. (Added) Maintenance supervisors will ensure all personnel authorized to operate LMRs become familiar with the provisions of this paragraph during initial operator training. Initial operator training will also include all training required by AF publications and information provided by the LMR Systems Customer Education Brochure (OPR: 374 CS LMR/Pager Management [374 CS/SCMEL]).

18.16.4.1.2. (Added) Use LMRs for transmission of official calls only. Argumentative discussions, horseplay, and profanity are prohibited.

18.16.4.1.3. (Added) Before transmitting, momentarily monitor the net to ensure it is not already in use.

18.16.4.1.4. (Added) Make transmissions brief and to the point. If lengthy conversations are necessary, use the telephone.

18.16.4.1.5. (Added) Verbally acknowledge all transmissions. Do not click the microphone button in lieu of verbal acknowledgment.

18.16.4.1.6. (Added) Inform the MOC and receive acknowledgment before leaving the air or switching the net and upon returning to the air.

18.16.4.1.7. (Added) The LMR systems are insecure and easily monitored. In addition to periodic monitoring by Department of Defense (DoD) communications security and Government of Japan postal telecommunications personnel, the likelihood of hostile surveillance of the other nets is high. Discussion of unclassified essential elements of friendly information (EEFI) or politically sensitive information must be

avoided whenever possible. Classified information will **never** be transmitted on these nets. Consider changing frequencies if there is reason to believe present frequency is compromised. Notify MOC with intentions prior to changing frequencies.

18.16.4.1.8. (Added) Before starting an aircraft towing operation, inform the MOC and the MOC will obtain approval from Base Operations for the tow. Upon approval, the MOC will inform the individual requesting clearance. The tow super or Pro Super will call the Tower on Tower/Ramp net and inform them when the tow is underway and when the tow is complete if the aircraft radio is not used. The MOC will also be notified that the tow is complete.

18.16.4.2. (Added) Security of LMR Equipment. LMR equipment must be safeguarded. LMR equipped vehicles will not be left unattended for long periods. Portable radios will be kept secure or under surveillance at all times.

18.16.4.3. (Added) Maintenance of LMR Equipment. Maintenance of LMR equipment will be per AFI 33-106 and 374 AWI 33-102, *Land Mobile Radio (LMR) Systems Management*. Each organization will obtain and maintain spare batteries and antennas for hand-held portable radios as necessary.

18.16.4.4. (Added) Clearances for Out-of-Country Deployments. If it is necessary to clear maintenance frequencies for out-of-country deployments, the squadron LMR monitor will coordinate with the 374 CS Base Frequency Manager (374 CS/SCMEL), DSN 225-4461.

18.16.4.5. (Added) All call signs used will be identified by the 374 MXG/CC on a separate document and updated as required.

18.16.4.6. (Added) Do not transmit on LMRs within 10 feet of explosives.

18.20.2. Local Red Ball Maintenance Procedures.

18.20.2.3. (Added) When the 374 AW/CP receives a Red Ball call from the aircrew, they will notify the MOC. The MOC will then notify the production supervisor or expediter.

18.20.2.4. (Added) Technicians responding to the Red Ball will exercise caution, particularly if the engines are operating. Until engines have been shut down, no panels or doors will be opened where there is increased potential for FOD to an engine.

18.20.3.1.1. (Added) When engines are running or aircrew members are onboard, two-way communication will be established with the flight crew prior to attempting any maintenance actions. Aircraft will be chocked and grounded while maintenance is being performed.

18.20.5. (Added) All maintenance will be documented in IMDS, and AFTO IMT 781A. When CAMS is down, the discrepancy and corrective action can be called into debrief who in turn will ensure the appropriate documentation is completed as soon as the system is operational.

18.20.6. (Added) The Pro Super will ensure all follow-up requirements are met following Red Ball maintenance actions and accomplish another exceptional release (ER).

18.23.12. (Added) Local FOD/dropped object prevention (DOP) Procedures.

18.23.12.1. (Added) A work area FO police-up will be accomplished after completion of any maintenance action.

18.23.12.2. (Added) Along with the corrective action, the local time the inspection was completed will be documented in the corrective action block.

18.23.12.3. (Added) Intake and exhaust inspections are required on all aircraft engines prior to each engine start and after each engine shutdown, regardless of the number of engines operated. Document local time the inspection is completed in the corrective action block.

18.23.12.5. (Added) A FOD bag may be installed in vehicles that do not have space to install a FOD can safely. The FOD bag must be identified the same as the FOD can and be able to be closed.

18.23.12.6. (Added) Use drawstring bags or plastic zip-lock bags to account for all aircraft hardware. In addition all excess hardware will be removed from the aircraft after maintenance completion.

18.23.12.7. (Added) Each CTK will develop local procedures for rag accountability. The procedure will provide for positive accountability for rags used on the flight line, engine shop and test cell. When a rag can not be accounted for, it will be reported as a lost tool and will be investigated in the same manner.

18.23.12.8. (Added) Maintenance personnel will perform a FOD walk before and immediately after the aircraft enters or leaves a parking spot.

18.23.12.9. (Added) Wearing hats on the flight line is not permissible except for provisions stated in the AFI 21-101, PACAF Supplement.

18.23.12.10. (Added) Vehicle operators will perform a visual FOD inspection on all equipment and tires prior to entering flight line areas (paved ramp, runway, taxiway, or hardstands). Vehicles under 5,000 pounds shall use FOD shakers to compliment the visual FOD inspection. Vehicles towing AGE equipment with solid rubber tires (i.e., non-powered AGE) will not use FOD shakers. Only pneumatic filled tires on AGE equipment will use the FOD shaker). Vehicles will not normally be driven from unpaved areas onto the paved ramp or taxiway. When necessary, remove all FOs from the tires and police the paved areas where the vehicle traveled.

18.23.12.11. (Added) AGE vehicles entering the flight line directly from the powered AGE yard are not required to perform a visual FOD inspection. However, if the AGE vehicle enters the flight line from the access road between building 400 and the AGE yard, a visual FOD inspection will be required.

18.23.12.12. (Added) The 374 OSS/OSAM, in coordination with 374 CES Heavy Repair Element (374 CES/CEOR), will develop and maintain a current plan for sweeper use. The airdrome will receive priority for sweeper operations. The contact point for immediate dispatch of a sweeper is 374 OSS/OSAM, phone 225-7006/7548.

18.23.12.13. (Added) A weekly FOD walk will be accomplish IAW policy letter signed by the 374 AW/CV.

18.23.12.14. (Added) The 374 AW FOD noncommissioned officer (NCO) will:

18.23.12.14.1. (Added) Perform no-notice spot inspections to determine the effectiveness of the overall program and document findings, excluding the immediate area of maintenance in progress from the inspection.

18.23.12.14.1.1. (Added) Police up FOs found during the inspection. If the number of items is excessive, contact the section responsible to clean the area.

18.23.12.14.1.2. (Added) Identify the areas where FO was found. Investigate to determine which flight is responsible for the FOs. If an aircraft has been on the spot since the last weekly FOD walk or is on the spot when FOs are found, route the inspection report to the responsible aircraft maintenance section. If

FOs are found immediately after a weekly FOD walk, route the inspection report to the section or unit responsible for the FOD walk.

18.23.12.14.1.3. (Added) Coordinate all necessary actions and reports with the appropriate agencies.

18.23.12.14.2. (Added) Conduct FOD prevention meetings. Distribute agenda items for quarterly meeting and meeting minutes to all unit FOD monitors.

18.23.12.14.3. (Added) Perform regular inspections of the flight line and taxiway area and installed FOD shakers and report any damage to the 374 OSS/OSAM or other applicable agency. Monitor status to ensure timely repair.

18.23.12.15. (Added) The 36 AS, 459 AS, 374 OSS, 374 AMXS, 374 MXS, 374th Logistics Readiness Squadron (374 LRS), 374 CS, 374 CES, 374th Security Forces Squadron (374 SFS), and 730 AMS commanders, and the 374 MSG Services Division Aero Club Manager (374 SPTG/SVRV), and Army and Air Force Exchange Service (AAFES) General Manager will:

18.23.12.15.1. (Added) Appoint a squadron or organization FOD prevention program manager (FOD-PPM) (officer, NCO, or civilian equivalent).

18.23.12.15.2. (Added) Prepare a memorandum of appointment to include the name, rank, office symbol, duty phone, DEROS, and forward it to 374 MXG QA. Updates will be made as necessary to maintain a current list.

18.23.12.16. (Added) Squadron or organization FODPPM will:

18.23.12.16.1. (Added) Be responsible for an aggressive unit FOD prevention program.

18.23.12.16.2. (Added) Attend the 374 AW FOD prevention meetings.

18.23.12.16.3. (Added) Assist each workcenter in tailoring a separate FOD prevention inspection checklist for each shop or area.

18.23.12.16.4. (Added) Perform, as a minimum, two spot checks in areas of responsibility each month using applicable FOD prevention action checklists.

18.23.12.16.5. (Added) Ensure current copies of the basic regulation and all supplements are available in the section or unit publications file and FOD posters and materials are displayed conspicuously.

18.23.12.16.6. (Added) Ensure FOD walks are conducted at least weekly in assigned areas of responsibility.

18.23.12.16.7. (Added) Periodically perform FOD walk effectiveness spot checks.

18.23.12.16.8. (Added) Determine the source of FOs found during FOD inspections and take corrective action to prevent recurrence.

18.23.12.16.9. (Added) Ensure all personnel receive periodic FOD briefings. Tailor contents to increase FOD prevention awareness and to instill a positive attitude.

18.23.12.16.10. (Added) Maintain documentation of weekly FOD walks, FOD spot checks, unit FOD briefings, and all FOD incidents for a minimum of 12 months.

18.23.12.17. (Added) When FOD is discovered on engines received at Engine Regional Repair Center from a different unit, take the following steps:

18.23.12.17.1. (Added) Immediately notify 374 MOS EM, the 374 AW FODPPM, and 374 AW/SE.

18.23.12.17.2. (Added) The 374 MOS EM will notify the unit from which the engine was received, by telephone, NLT 24 hours after notification of the FOD incident or the first duty day following a weekend or holiday.

18.23.12.17.3. (Added) The 374 MOS EM will send a message to the shipping unit following initial notification. Include, as a minimum, the following information:

Engine type and serial number.

Cause of damage, if known.

Estimated costs of repairs (parts and labor depicted separately).

Date received.

Recommendation as to classification, preventable or non-preventable and chargeability.

18.23.12.18. (Added) The following personnel and agencies will attend or have their representatives attend the wing FOD/DOP meeting:

374 AW/CV - Chairperson

374 AW FODPPM - Recorder

374 OG/CC

374 MXG/CC

374 MXS/CC

374 AMXS/CC

374 AW/SE

36 AS/CC/SE

459 AS/CC/SE

374 OSS/OSAM

374 MXG QA (374 MXG/MXQ)

374 MXS/MXM (374 AMXS/MXA)

374 LRS Vehicle Operations Flight (374 LRS/LGRVO)

374 CES Construction Management (374 CES/CECCI)

374 CES Horizontal Repair (374 CES/CEORH).

374 LRS Fuel Management (374 LRS/LGRF)

Tenant Units;

730 AMS Safety (730 AMS/SE)

730 AMS Fleet Service (730 AMS/TRF)

730 AMS Maintenance Supervision (730 AMS/MXA)

374 MSG Aero Club

AAFES Manager

18.23.12.19. (Added) The 374 AMXS/CC, 36AS/CC, and 459 AS/CC will designate a squadron DOP program monitor to be responsible for implementing the program within the squadron. DOP is the responsibility of each person who flies or performs aircraft maintenance. Details of the DOP inspection follow:

18.23.12.19.1. (Added) The DOP inspection will be accomplished on C-130s according to LCL after the preflight or thruflight has been completed, but NLT 1 hour before scheduled crew show. The individual conducting the inspection will not be the same individual who signed off the preflight or thruflight. (**EXCEPTION:** when off-station, and only one qualified technician is available, that technician may sign-off both the preflight or thruflight and DOP inspection.) This inspection is separate from the preflight or thruflight inspection and documented as such. If additional maintenance is performed before aircraft departure, the individual signing the exceptional release will ensure the affected components and panels have been properly secured and documented.

18.23.12.19.2. (Added) The individual accomplishing the debriefing at the end of the flying day will place the following entry in the AFTO IMT 781A on a red dash: "DOP inspection due prior to next flight." After completion of the DOP inspection, the discrepancy will be cleared with the following entry: "Inspection complied with IAW 374 AW-LCL-3 at (local time)." Any discrepancies noted which cannot be repaired prior to flight and do not present an immediate dropped object hazard will be documented in a separate block if the AFTO IMT 781A with the appropriate symbol.

18.27.3. (Added) Local Identification, Friend or Foe (IFF) Mode IV Program.

18.27.3.1. (Added) All 374 MXG units will accomplish IFF Mode IV and Mode-C interrogation checks, per applicable aircraft T.O., on all mission capable aircraft once every 60 days. Mode IV will also be verified when aircraft mission requires it. The following procedures apply:

18.27.3.1.1. (Added) The aircraft AFTO IMT 781K, Section G, will carry a 60-day scheduled inspection stating "Mode IV reliability check due." When the Mode IV check is due, maintenance technicians will load operational codes into the aircraft's KIT-1C and perform a ground interrogation check. Operational codes will be obtained from the 374 OSS Communications Security (COMSEC) Flight (374 OSS/OSC). The inspection will be entered in the AFTO IMT 781A on a red dash and cleared with the results of the test IAW applicable T.O.

18.27.3.1.2. (Added) Once the test is completed, the technician will use CAMS/IMDS Screen #37 to automatically update the inspection "due date" in the AFTO IMT 781K, Section G. The technician will also create a CAMS/IMDS entry for the inspection using CAMS/IMDS Screen #73. CAMS/IMDS entries will be made as special inspections using WUC 04129 for C-130s. The entry will be cleared with the results of the test IAW applicable T.O.

18.27.3.1.3. (Added) When specific missions require Mode IV, 374 MOS PS&D will identify missions on the flying schedule requiring Mode IV interrogation checks with a "M4" identifier under the "MSN# and EQUIPMENT" heading. Aircrew will load operational codes into the aircraft's KIT-1C prior to the sortie. Maintenance technicians will perform a ground check using operational codes as early as possible after aircrew arrival at the aircraft.

18.27.3.1.4. (Added) 374 AMXS maintenance technicians will perform ground checks per T.O. 1C-130H-2-34JG-40-3, *Job Guide -- Navigation System An/Apx-72/100 Aims Radar I.D. System (IFF Transponders) AN/APX-76 Interrogator System*.

18.27.3.1.5. (Added) C-21 aircraft forms will be manually documented in the AFTO IMT 781K, Section G, with an entry stating, "Mode IV reliability check due". A 374 MOS QAE will call MOC to coordinate a time for the IFF ground check to be accomplished. The MOC, in turn, will contact the 374 AMXS Pro Super, who will dispatch technicians to the aircraft as time and priorities permit. The technicians will perform the ground checks per T.O. 1C-21A-1, *Flight Manual (Commercial Manual) (Gates Learjet Corp)*. Once the test is completed, a "next due" date will be entered in AFTO IMT 781K, Section G. The results of the test will be entered in the AFTO IMT 781A and cleared IAW applicable T.O. The 374 MOS QAE will compile all Mode IV check information based on AFTO IMT 781A entries and forward this information, in writing, to 374 OSS/OSOA NLT the 4th of each month.

18.27.3.1.6. (Added) 374 MOS/MXOOA will compile Mode IV/Mode C reliability data and forward to HQ PACAF/DOT/Logistics Maintenance (LGM) NLT the 8th of each month.

Chapter 20 (Added)

ACFT JACKING AND LANDING GEAR RETRACTION OF MILITARY AIRCRAFT

20.1. (Added) ACFT Jacking and Landing Gear Retraction of Military Aircraft. This paragraph lists primary locations for jacking and retraction of military aircraft and states basic responsibility and general procedures for jacking and retraction operations. It applies to all 374 AW and 730 AMS aircraft maintenance functions.

20.1.1. (Added) Primary Locations for Jacking and Retraction Operations.

20.1.1.1. (Added) Primary jacking and retraction locations for C-130:

20.1.1.1.1. (Added) Hangars 7, 8, and 15.

20.1.1.1.2. (Added) Parking spots 5003 through 5014, 5022, 5023, 5051, 5053, 5055, 5056, 5057, 5063 through 5072, 5074 through 5078, 5080, 5081, and 5088. Parking spots 5018 and 5019 with prior approval from 730 AMS.

20.1.1.1.3. (Added) Alpha spots 7 and 11 through 16 with prior approval from 730 AMS.

20.1.1.1.4. (Added) Alpha spots 11 through 16 with prior approval from 730 AMS.

20.1.1.1.5. (Added) Nose jacking spots for C-130 aircraft **only**: Parking spots 5001 and 5002.

20.1.1.2. (Added) Primary jacking and retraction ramp locations for C-141, KC-135, KC-10, and C-17:

20.1.1.2.1. (Added) Parking spots 5015 through 5021.

20.1.1.2.2. (Added) Alpha spots 15 and 16 for nose jacking only.

20.1.1.3. (Added) Primary jacking and retraction ramp locations for C-5 aircraft: 5020 and 5021, and TRT spot. C-5-1 through C-5-4 can **only** be used for nose jacking.

20.2. (Added) Performing Jacking and Retraction Operations.

20.2.1. (Added) If the aircraft goes into an awaiting maintenance or supply status while in a hangar, a jacking supervisor will ensure the area is secure, jack ram locks are down, jacks are seated, hangar doors are closed, and the appropriate production supervisor is notified of the aircraft status.

20.3. (Added) The following is a list of the normal capabilities of the maintenance hangars. **These capabilities will not be exceeded without the approval of 374 MXG/CC.**

20.3.1. (Added) Hangar 7--One C-130 Hangar 8--One C-130 Hangar 12--Four C-21s and four UH-1Ns.

20.3.2. (Added) Hangar 15--One C-130s Hangar 20--One C-130.

20.3.3. (Added) Hangar 21--One C-130.

20.3.4. (Added) Hangar 22-- **NOTE:** Hangars 7, 8, and 15 are suitable for nosing in a KC-135 for wind-screen maintenance during inclement weather.

20.4. (Added) Forms Prescribed.

374 AW IMT 8, **Local Checklist/Page Supplement/Job Guide Title Page**

374 AW IMT 8a, **Local Checklist/Page Supplement/Job Guide Data Page**

374 AW IMT 9, **Local Workcard Title Page**

374 AW IMT 9a, Local Workcard Introduction Page

374 AW IMT 9b, Local Workcard Data Page

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

AAFES—Army and Air Force Exchange Service

AB—Air Base

AC—Aircraft Commander

ACF—Acceptance Check Flight

ACO—Administrative Contracting Officer

ACFT—Aircraft

AFB—Air Force Base

AFCSM—Air Force Computer System Manual

AFORMS—Air Force Operations Management System

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

AFSPC—Air Force Space Command

AFTO—Air Force Technical Order

AGE—Aerospace Ground Equipment

AHE—Automated History Event

ALC—Air Logistics Center

AMC—Air Mobility Command

AMOCC—Air Mobility Operations Control Center

AMS—Air Mobility Squadron

AMU—Aircraft Maintenance Unit

AMXS—Aircraft Maintenance Squadron

ANG—Air National Guard

APG—Airplane General

APU—Auxiliary Power Unit

ARC—Automated Record Check

AT—Action Taken

ATD—Aircrew Training Device

AUC—Aircraft Utilization Code

AUR—Aircraft Utilization Report

AURB—Aircraft Utilization Report option B

AVUM—Aviation Vehicle Utilization Monitor

AW—Airlift Wing

AWP—Awaiting Part

BPO—Basic Postflight

CAD/PAD—Cartridge/Propellant Activated Device

CAMS—Core Automated Maintenance System

CC—Commander

CD—Deputy Commander

CDDAR—Crashed, Damaged, or Disable Aircraft Repair

CEMS—Comprehensive Engine Maintenance System

CES—Civil Engineer Squadron

CANN—Cannibalization

CLS—Contract Logistics Support

COB—Close of Business

CONS—Contracting Squadron

COS—Chief of Supply

COSO—Combat Oriented Supply Organization

COT—Current Operating Time

CND—Can Not Duplicate

COMSEC—Communications Security

CONUS—Continental United States

CS—Communications Squadron

CTK—Composite Tool Kit

CV—Vice Commander

DBM—Database Manager

DCC—Dedicated Crew Chief

DEROS—Date Eligible for Return From Overseas

DIT—Data Integrity Team

DoD—Department of Defense

DOP—Dropped Object Prevention

DSN—Defense Switched Network

EEFI—Essential Element of Friendly Information

EIAP—Environmental Impact Analysis Program

EL/EN—Electro/Environmental

EOR—End of Runway

EM—Engine Management

ER—Exceptional Release

ETIC—Estimated Time in Commission

FAC—Functional Area Chief

FCF—Functional Check Flight

FO—Foreign Object

FOD—Foreign Object Damage

FODPPM—FOD Preventive Program Manager

FUD—File Update

HAZMAT—Hazardous Materiel

HMAL—How Malfunctioned

HQ—Headquarters

HSC—Home Station Check

IAW—In Accordance With

ID—Identification

IFE—In-Flight Emergency

IFF—Identification, Friend or Foe

IFR—Instrument Flight Rules

IMDS—Integrated Maintenance Data System

IMT—Information Management Tool

IO—Impoundment Official

IREP—Intermediate Repair Enhancement Program

ISO—Isochronal

ITO—Interim Technical Order

JCN—Job Control Number

JFP—Job Flow Package

JML—Job Standard Master Listing

JOAP—Joint Oil Analysis Program

JSDF—Japan Self Defense Force

JST—Job Standard Number

LCL—Local Checklist

LJG—Local Job Guide

LMR—Land Mobile Radio

LOX—Liquid Oxygen

LPS—Local Page Supplement

LRS—Logistics Readiness Squadron

LTi—Long Term Issued

LWC—Local Work Card

MAJCOM—Major Command

MDC—Maintenance Data Collection

MDS—Mission, Design, and Series

MDSA—Maintenance Data System Analysis

MICAP—Mission Capability

MIL—Master Inventory List

MIS—Maintenance Information System

MOC—Maintenance Operations Center

MOF—Maintenance Operations Flight

MOO—Maintenance Operations Officer

MOS—Maintenance Operations Squadron

MPC—Maintenance Priority Code

MRT—Maintenance Recovery Team

MS—Major Service

MSAT—Maintenance Scheduling Application Tool

MSG—Mission Support Group

MSL—Maintenance Supply Liaison

MTE—Multiple Tracked Equipment

MXS—Maintenance Squadron

MXG—Maintenance Group

NAF—Naval Air Field

NAS—Naval Air Station

NCO—Noncommissioned Officer

NCOIC—Noncommissioned Officer in Charge

NDI—Nondestructive Inspection

NLT—Not Later Than

NMCS—Non-Mission Capable Supply

O&M—Operations and Maintenance

OAP—Oil Analysis Program

OCF—Operational Check Flight

OG—Operations Group

OIC—Officer in Charge

OPR—Office of Primary Responsibility

OS—Operational Squadron

OTI—One Time Inspection

PACAF—Pacific Air Forces

PC—Personal Computer

PCA—Permanent Change of Assignment

PCS—Permanent Change of Station

PDM—Programmed Depot Maintenance

PMCS—Partially Mission Capable Supply

POC—Point of Contact

PPE—Personal Protective Equipment

PRA—Planning Requirements Listing

PS&D—Plans Scheduling and Documentation

QA—Quality Assurance

QAE—Quality Assurance Evaluator

QAR—Quality Assurance Representative

QAT—Quality Assurance Tracking

QRL—Quick Reference List

QVR—Quality Verification Result

R&R—Repair and Reclamation

REMIS—Reliability and Maintainability Information System

RSS—Regional Supply Squadron

SBSS—Standard Base Supply System

SI—Special Inspection

SOW—Statement of Work

TA—Transient Alert

TAS—Tool Accountability System

TCI—Time Change Item

TCN—Transportation Control Number

TCTO—Time Compliance Technical Order

TDI—Time Distribution Index

TDY—Temporary Duty

TIL—TCTO Index Listing

TM—Type Maintenance

TMDE—Test, Measurement, and Diagnostic Equipment

T.O.—Technical Order

TODA—Technical Order Distribution Account

TODO—Technical Order Distribution Office

TRIC—Transaction Identification Code

TRT—Takeoff Rated Thrust

TSS—TCTO Status Summary

TWCF—Transportation Working Capital Fund

UTC—Unit Type Code

UDLM—Unscheduled Depot Level Maintenance

W&B—Weight and Balance

WCE—Workcenter Event

WMSL—Wing Maintenance Supply Liaison

WRM—War Reserve Materiel

WTR—Workable TCTO Report

WUC—Work Unit Code

WWID—World Wide Identification

Attachment 11 (Added)

REQUEST FOR IMDS ACCESS DURING DEPLOYMENT/TDY

REQUEST FOR IMDS ACCESS DURING DEPLOYMENT/TDY		
PART I (COMPLETED BY THE REQUESTOR)		
1. DATE	2. NAME (LAST, FIRST, MI)	3. GRADE/RANK
4. ORGANIZATION	5. OFFICE SYMBOL	6. PHONE (DSN)
PART II (DEPLOYMENT/TDY INFORMATION)		
7. LOCATION (BASE, ROOM, ADDRESS)	8. START DATE	9. STOP DATE
10. POC NAME (LAST, FIRST, MI)	11. GRADE/RANK	12. PHONE (DSN)
13. REQUIREMENT: (EXPLAIN WHAT IS NEEDED. FOR INSTANCE, TAKING OWN COMPUTERS NEED TERMINAL IDS; TELL HOW MANY TERMINAL IDS YOU WILL NEED.)		
14. REQUESTOR'S SIGNATURE:		
PART III (IMDS DBM USE ONLY)		
DATE RECEIVED REQUEST:		
DATE TERMINAL IDS/PIDS PROVIDED:		
DATE REMOTE IDS LOADED, IF APPLICABLE:		
TERMINAL ID:	PID:	REMOTE ID:
PRINTED NAME AND RANK OF DBM:		
DBM SIGNATURE AND DATE:		

Attachment 12 (Added)**IMDS W/C MNEMONIC CREATION REQUEST**

MEMORANDUM FOR: 374 MOS/MXOOA, DBM SECTION

FROM: (OFFICE SYMBOL / POC / PHONE NUMBER)

SUBJECT: CREATE NEW W/C MNEMONIC

JUSTIFICATION: (Why you want to create the work center; i.e. change in regulation)

EFFECTIVE DATE:

1. For the creation of a new work center the following information needs to be provided:

ORG-ID work center will be assigned to: _____

Branch mnemonic work center will be assigned to: _____

Work center number (Reference TO 00-20-2, appendix A): _____

IMDS Remote Identifier: _____

Supply Account Code (See Sq LRS Rep) _____

Organizational Structure Code (Ref: HQ USAF Program Action Directive 02-05, dtd 20 June 2003 or local UMD): _____

Functional Account Code (Ref: local UMD): _____

Work center Narrative: _____

Work center MDC Reportable (Does the shop document IMDS data?) Y ____ N ____

3. Signature blocks required:

Signature Block of Requesting Agency

Signature Block of Branch Superintendent or OIC

Signature Block of Squadron Commander

Attachment 13 (Added)**IMDS W/C MNEMONIC DELETION REQUEST****MEMORANDUM FOR:** 374 MOS/MXOOA, DBM SECTION**FROM:** (OFFICE SYMBOL/POC/PHONE NUMBER)**SUBJECT:** W/C DELETE

JUSTIFICATION: Why you want to delete the work center; i.e. change in regulation)

EFFECTIVE DATE:

1. Prior to submitting deletion request the following must be accomplished:

- a. All jobs for this work center have been completed or transferred to another work center.
- b. All equipment loaded against this work center has been transferred to another work center.
- c. If this work center was assigned to a JST, all reference to the work center was deleted/changed in the JST.
- d. All personnel assigned to this work center have been deleted.

_____NAME/RANK/PHONE of certifying official that all above items have been
complied with

2. Signature blocks required:

Signature Block of Requesting Agency

Signature Block of Branch Superintendent or OIC

Signature Block of Squadron Commander

Attachment 14 (Added)

AUTHORIZED W/C MNEMONIC CODES

ORGANIZATION WORKCENTER LIST

<u>ORG ID: 0R22</u>	NAME:0374	AMXS Q 374 AMXS
BRANCH MNEM: 130 SUPPT		BRANCH NARRATIVE: SORTIE SUPPORT FLT
MAUB		SORTIE SUPPORT FLIGHT
MAUS		SUPPLY SECTION
MAUD		DUAL RAILS SECTION
MAUT		CTK SECTION
MAUO		TECH ORDER DISTRIBUTION OFFI
BRANCH MNEM: 130 SPEC		BRANCH NARRATIVE: SPECIALIST FLIGHT
MAGP		PROPULSION
MAGE		ELEN
MACN		COMM-NAV
MAGC		GUIDANCE & CONTROL
MAGH		HYDRAULICS
MAGM		ELECTRONIC COUNTER MEAS URES
		BRANCH MNEM: 130 ACFLT BRANCH
NARRATIVE: AIRCRAFT FLIGHT		
MAG1		1ST ACFT MAINTENANCE FLIGHT
BRANCH MNEM:		130 SORT BRANCH NARRATIVE: 130 SORTIE
GENERATE		
MAGS		SORTIE GENERATION
MAGD		DEBRIEF SECTION
BRANCH MNEM:		AMXSSUPR BRANCH NARRATIVE: MAINT
SUPERVISION		
MAAS		MAINTENANCE SUPERVISION
MAPA		PLANS & SCHEDULING
36MO		MOBILITY OFFICE

BRANCH MNEM: AMXSCOMDBRANCH NARRATIVE: COMMAND
SECTION

ORG ID: 0R23 NAME: 0374 ALS SQ 374 MOS

BRANCH MNEM: TDBRANCH BRANCH NARRATIVE: TRAINING DETACHMENT
TDOL TRAINING DETACHMENT

BRANCH MNEM: QABRANCH BRANCH NARRATIVE: QUALITY ASSURANCE
MXGQ MXG QUALITY ASSURANCE

BRANCH MNEM: MXGBRNCH BRANCH NARRATIVE: MAINTENANCE GROUP
MXGC LG COMMAND SECTION

BRANCH MNEM: MOSBRNCH BRANCH NARRATIVE: OPS SUPPORT ELEMENT
MXPR PROGRAMS AND RESOURCES FLIG
MXOC UH1 FLIGHT
MXOG AF REPAIR ENHANCEMENT PROGRA
MXOA ANALYSIS & IMDS DATA BASE MG
MAMC MAINT ACFT COORDINATION CENT
MXOP PLANS & SCHEDULING
MXOS MOS COMMAND SECTION
MXOT MAINTENANCE TRAINING ELEMENT
MXOE MAINTENANCE ELEMENT

ORG ID: 0R30 NAME: 0374 MSQ SQ MAINTENANCE SQ

BRANCH MNEM: AVIONICS BRANCH NARRATIVE: AVIONICS BRANCH
AVFL AVIONICS FLIGHT

BRANCH MNEM: AGE BRANCH NARRATIVE: AGE BRANCH
AGPA PACAF CAT
AGAC AMC CAT

AGWR
AGNP
AGFL
AGIR
AGPS
AGSV

WRM
NON POWERED AGE
AGE FLIGHT
INSPECTION & REPAIR
PRODUCTION SUPPORT
SERVICING

BRANCH MNEM: SUPERVIS
LGGF
MXCC
SQOR
CCPT
SQPM
MSUP
MAEL

BRANCH NARRATIVE: MX SUPERVISION
GOLD FLAG PROGRAM
COMMANDER
UNIT ADMINISTRATION
MS TRAINING
MOBILITY
MAINTENANCE SUPERVISION
TECHNICAL ADMIN

BRANCH MNEM: FABRICAT
FMTY
FSUR
FSTR
FREF
FNDI
FAFL

BRANCH NARRATIVE: FABRICATION BRANCH
METAL TECHNOLOGY
SURVIVAL EQUIPMENT
STRUCTURAL REPAIR
AIRCRAFT REFURB
NON-DESTRUCTION INSP SHOP
FABRICATION FLIGHT

BRANCH MNEM: INSPECT
DUMB
MADP
MADE
AVCN
AVGC
JANA
MAAR

BRANCH NARRATIVE: MAINTENANCE BRANCH
CANG ISO W/C
I
ISO ELECTRO ENVIRONMENTAL
COMM/NAV
GUIDANCE AND CONTROL
JAPANESE NATIONAL ISO
REPAIR AND RECLAMATION

ACTA	TRANSIENT ALERT
MAFL	MAINTENANCE FLIGHT
MDAV	COM/NAV GUID CONT ISO WORK C
MADK	ISO DOCK
PRIS	DOCK SUPPORT
BRANCH MNEM: TMDE	BRANCH NARRATIVE: TMDE BRANCH
TMDE	TEST MEASURE/DIAGNOS EQ FLT
BRANCH MNEM: ACCESS	BRANCH NARRATIVE: ACCESSORY BRANCH
ACFC	FUEL SYSTEMS
DUMA	WHEEL AND TIRE SHOP
TIRE	WHEEL AND TIRE SHOP
ACPN	PNEUDRAULICS
ACEE	ELECTRO-ENVIRONMENTAL
ACFL	AIRCRAFT SYSTEMS FLIGHT
BRANCH MNEM: PROPS	BRANCH NARRATIVE: PROPULSION BRANCH
EMGR	ENG MANAGEMENT
PRFL	PROPULSION FLIGHT
PRTC	TEST CELL
PREM	JET ENG INTERMEDIATE MAINT
PRKT	KITS
PRPS	PROPS
PRMS	MATERIAL SUPPORT
PRNP	PROPULSION SUPPORT EQUIP
BRANCH MNEM: MUNITION	BRANCH NARRATIVE: MUNITIONS BRANCH
MUFL	MUNITIONS FLIGHT

Attachment 15 (Added)

C-130 PANEL REMOVAL/INSTALLATION REQUIREMENTS FOR ISOCHRONAL INSPECTIONS

AREA 1(NLG)	INSPECTION				INSTALLED BY NAME & EMP #
PANELS	1	2	3	4	
1 KIDNEY PANELS-3 EA	X	X	X	X	
2 LIQUID OXYGEN (LOX) CONVERTOR COVER	X	X	X	X	
ALL PANELS INSPECTED BY:				DATE:	

AREA 2 (FLIGHT DECK)	INSPECTION				INSTALLED BY NAME & EMP #
PANELS	1	2	3	4	
1 LT BRAKE CONTROL ACCESS PANELS	X	X	X	X	
2 LT BRAKE CONTROL ACCESS PANELS	X	X	X	X	
3 FLOOR PANELS UNDER PILOT'S SEAT-2 EA	X	X	X	X	
4 FLOOR PANELS UNDER CO-PILOTS SEAT-2 EA	X	X	X	X	
5 THROTTLE QUADRANT COVER	X	X	X	X	
6 LIFE RAFT T-HANDLE PANEL	X	X	X	X	
7 FWD ESCAPE HATCH	X	X	X	X	
ALL PANELS INSPECTED BY:				DATE:	

AREA 3 (FORWARD CARGO COMPARTMENT)	INSPECTION				INSTALLED BY NAME & EMP #
PANELS	1	2	3	4	
1 UPPER THROTTLE CONTROL ACCESS PANEL	X	X	X	X	
2 LOWER THROTTLE CONTROL ACCESS PANEL	X	X	X	X	
3 SIDE ESCAPE HATCH-1 EA ON C-130E & MC-130P	X	X	X	X	
4 SIDE ESCAPE HATCH-2 EA ON MC-130H	X	X	X	X	
ALL PANELS INSPECTED BY:				DATE:	

AREA 4 (AFT CARGO COMPARTMENT)		INSPECTION				INSTALLED BY NAME & EMP #
PANELS		1	2	3	4	
1	LT TROOP DOOR KICK PANEL	X	X	X	X	
2	RT TROOP DOOR KICK PANEL	X	X	X	X	
3	LT RAMP FLOOR PANEL	X	X	X	X	
4	RT RAMP FLOOR PANEL	X	X	X	X	
5	CENTER RAMP FLOOR PANEL	X	X	X	X	
6	LT AFT CARGO COMPARTMENT FLOOR PANEL				X	
7	RT AFT CARGO COMPARTMENT FLOOR PANEL				X	
8	LT LOWER LONGERON FITTING ACCESS PANELS	X	X	X	X	
9	RT LOWER LONGERON FITTING ACCESS PANELS	X	X	X	X	
10	CENTER ESCAPE HATCH	X	X	X	X	
11	AFT ESCAPE HATCH	X	X	X	X	
ALL PANELS INSPECTED BY:					DATE:	

AREA 5 (LT UNDERWING AND LT MLG)		INSPECTION				INSTALLED BY NAME & EMP #
PANELS		1	2	3	4	
1	FWD WING ROOT PANEL	X	X	X	X	
2	CENTER WING ROOT PANEL	X	X	X	X	
3	AFT WING ROOT PANEL	X	X	X	X	
4	MAIN LANDING GEAR GEARBOX ACCESS PANELS-2 EA	X	X	X	X	
5	FWD FILET PANELS	X	X	X	X	
6	CENTER FILLET PANELS	X	X	X	X	
7	AFT FILLET PANELS	X	X	X	X	
8	FWD FAIRING ON EXTERNAL TANK	X	X	X	X	
9	AFT FAIRING ON EXTERNAL TANK	X	X	X	X	
10	NUMBER 1 HEAT SHIELD	X	X	X	X	
11	NUMBER 1 ENGINE AFT NACELLE ACCESS PANELS-2 EA	X	X	X	X	
12	NUMBER 2 HEATSHIELD	X	X	X	X	
13	NUMBER 2 ENGINE AFT NACELLE ACCESS PANELS-2 EA	X	X	X	X	
14	LOWER AILERON ACCESS-5 EA	X	X	X	X	
15	FWD CENTER MUDGUARD PANEL	X		X		
16	LEADING EDGE ANTI-ICE PANELS-6 EA	X		X	X	
17	LOWER SPLICE PANEL				X	
18	UPPER SPLICE PANEL	X	X	X	X	
19	EXTERNAL TANK BOOST PUMP ACCESS PANEL	X	X	X	X	
20	AILERON PUSH PULL ROD ACCESS PANEL-2 EA	X	X	X	X	
21	INBOARD FLAP CARRIAGE COVER	X	X	X	X	
22	OUTBOARD FLAP CARRIAGE COVER	X	X	X	X	
23	EXT TANK PYLON ATTACH FITTING ACCESS PANELS-4 EA	X	X	X	X	
24	LANDING LIGHT		X		X	
25	AUX LANDING LIGHT ON MC-130H & MC-130P		X		X	
ALL PANELS INSPECTED BY:					DATE:	

AREA 6 (RT UNDERWING AND RT MLG)		INSPECTION				INSTALLED BY NAME & EMP #
PANELS		1	2	3	4	
1	FWD WING ROOT PANEL	X	X	X	X	
2	CENTER WING ROOT PANEL				X	
3	AFT WING ROOT PANEL	X	X	X	X	
4	MAIN LANDING GEAR GEARBOX ACCESS PANELS-2 EA	X	X	X	X	
5	FWD FILET PANELS	X	X	X	X	
6	CENTER FILLET PANELS	X	X	X	X	
7	AFT FILLET PANELS	X	X	X	X	
8	FWD FAIRING ON EXTERNAL TANK	X	X	X	X	
9	AFT FAIRING ON EXTERNAL TANK	X	X	X	X	
10	NUMBER 3 HEAT SHIELD	X	X	X	X	
11	NUMBER 3 ENGINE AFT NACELLE ACCESS PANELS-2 EA	X	X	X	X	
12	NUMBER 4 HEATSHIELD	X	X	X	X	
13	NUMBER 4 ENGINE AFT NACELLE ACCESS PANELS-2 EA	X	X	X	X	
14	LOWER AILERON ACCESS-5 EA	X	X	X	X	
15	FWD TOP MUD GUARD PANEL	X	X	X	X	
16	FWD CENTER MUD GUARD PANEL	X	X	X	X	
17	FWD BOTTOM MUD GUARD PANEL	X	X	X	X	
18	LEADING EDGE ANTI-ICE PANELS-6 EA	X	X	X	X	
19	LOWER SPLICE PANEL	X	X	X	X	
20	UPPER SPLICE PANEL	X	X	X	X	
21	EXTERNAL TANK BOOST PUMP ACCESS PANEL	X	X	X	X	
22	AILERON PUSH PULL ROD ACCESS PANEL-2 EA	X	X	X	X	
23	LOX CONVERTOR ARMOR ON MC-130P	X	X	X	X	
24	EXT TANK PYLON ATTACH FITTING ACCESS PANELS-4 EA	X	X	X	X	
25	INBOARD FLAP CARRIAGE COVER	X	X	X	X	
26	OUTBOARD FLAP CARRIAGE COVER	X	X	X	X	
27	LANDING LIGHT	X		X		
28	AUX LANDING LIGHT ON MC-130H & MC-130P	X		X		
ALL PANELS INSPECTED BY:					DATE:	

AREA 7 (TOP OF WING)		INSPECTION				INSTALLED BY NAME & EMP #
PANELS		1	2	3	4	
1	LT WING TIP BOLT ACCESS PANEL-2 EA	X	X	X	X	
2	RT WING TIP BOLT ACCESS PANEL-2 EA	X	X	X	X	
3	#1 DRY BAY	X	X	X	X	
4	#2 DRY BAY	X	X	X	X	
5	CENTER DRY BAY	X	X	X	X	
6	#3 DRY BAY	X	X	X	X	
7	#4 DRY BAY	X	X	X	X	
8	LT HORIZONTAL LEADING EDGE MOUNT BOLT ACCESS PANEL	X	X	X	X	
9	RT HORIZONTAL LEADING EDGE MOUNT BOLT ACCESS PANEL	X	X	X	X	
10	#1 HORSE COLLAR	X	X	X	X	
11	#2 HORSE COLLAR	X	X	X	X	
12	#3 HORSE COLLAR	X	X	X	X	
13	#4 HORSE COLLAR	X	X	X	X	
ALL PANELS INSPECTED BY:					DATE:	

AREA 8 (FUSELAGE AND EMPENNAGE)		INSPECTION				INSTALLED BY NAME & EMP #
PANELS		1	2	3	4	
1	BELLY BAND	X	X	X	X	
2	AUX JACKPAD	X	X	X	X	
3	RAMP HINGE ACCESS PANELS 2 EA	X	X	X	X	
4	LT RUDDER AND ELEVATOR CONTROL ACCESS PANEL	X	X	X	X	
5	RT RUDDER AND ELEVATOR CONTROL ACCESS PANEL	X	X	X	X	
6	MLS PANEL	X	X	X	X	
7	MOORING FITTINGS	X	X	X	X	
8	RT HORIZ ANTI-ICE CLAMP ACCESS PANEL	X	X	X	X	
9	LT HORIZ ANTI-ICE CLAMP ACCESS PANEL	X	X	X	X	
10	LT RUDDER TRIM TAB ACTUATOR ACCESS PANEL	X	X	X	X	
11	RT RUDDER TRIM TAB ACTUATOR ACCESS PANEL	X	X	X	X	
12	LT ELEVATOR TRIM TAB MOTOR ACCESS PANEL	X	X	X	X	
13	RT ELEVATOR TRIM TAB MOTOR ACCESS PANEL	X	X	X	X	
ALL PANELS INSPECTED BY:						
					DATE:	

APU/GTC		INSPECTION				INSTALLED BY NAME & EMP #
PANELS		1	2	3	4	
1	APU ACCESS PANEL (MC-130H)	X	X	X	X	
2	GTC DOOR REMOVED (C-130E & MC-130P)	X	X	X	X	
ALL PANELS INSPECTED BY:						
					DATE:	

ENGINE #1		INSPECTION				INSTALLED BY NAME & EMP #
PANELS		1	2	3	4	
1	LT PROP COWLING	X	X	X	X	
2	RT PROP COWLING	X	X	X	X	
3	LT SIDE LOWER COWLING	X	X	X	X	
4	RT SIDE LOWER COWLING	X	X	X	X	
5	LT SIDE UPPER COWLING	X	X	X	X	
6	RT SIDE UPPER COWLING	X	X	X	X	
7	BELLY PANEL	X	X	X	X	
8	CHIN SCOOP FOD PANEL	X	X	X	X	
9	LT GEARBOX ACCESS PANEL	X	X	X	X	
10	RT GEARBOX ACCESS PANEL	X	X	X	X	
11	ENGINE FUEL NOZZLE ACCESS PANEL-2EA	X	X	X	X	
12	AFT NACELLE ACCESS DOORS	X	X	X	X	
13	LT WETBAY ACCESS PANEL	X	X	X	X	
14	RT WETBAY ACCESS PANEL	X	X	X	X	
15	IGNITION EXCITER PLUG ACCESS PANEL	X		X		
ALL PANELS INSPECTED BY:					DATE:	

ENGINE #2		INSPECTION				INSTALLED BY NAME & EMP #
PANELS		1	2	3	4	
1	LT PROP COWLING	X	X	X	X	
2	RT PROP COWLING	X	X	X	X	
3	LT SIDE LOWER COWLING	X	X	X	X	
4	RT SIDE LOWER COWLING	X	X	X	X	
5	LT SIDE UPPER COWLING	X	X	X	X	
6	RT SIDE UPPER COWLING	X	X	X	X	
7	BELLY PANEL	X	X	X	X	
8	CHIN SCOOP FOD PANEL	X	X	X	X	
9	LT GEARBOX ACCESS PANEL	X	X	X	X	
10	RT GEARBOX ACCESS PANEL	X	X	X	X	
11	ENGINE FUEL NOZZLE ACCESS PANEL-2EA	X	X	X	X	
12	AFT NACELLE ACCESS DOORS	X	X	X	X	
13	LT WETBAY ACCESS PANEL	X	X	X	X	
14	RT WETBAY ACCESS PANEL	X	X	X	X	
15	IGNITION EXCITER PLUG ACCESS PANEL	X		X		
ALL PANELS INSPECTED BY:					DATE:	

ENGINE #3		INSPECTION				INSTALLED BY NAME & EMP #
PANELS		1	2	3	4	
1	LT PROP COWLING	X	X	X	X	
2	RT PROP COWLING	X	X	X	X	
3	LT SIDE LOWER COWLING	X	X	X	X	
4	RT SIDE LOWER COWLING	X	X	X	X	
5	LT SIDE UPPER COWLING	X	X	X	X	
6	RT SIDE UPPER COWLING	X	X	X	X	
7	BELLY PANEL	X	X	X	X	
8	CHIN SCOOP FOD PANEL	X	X	X	X	
9	LT GEARBOX ACCESS PANEL	X	X	X	X	
10	RT GEARBOX ACCESS PANEL	X	X	X	X	
11	ENGINE FUEL NOZZLE ACCESS PANEL-2EA	X	X	X	X	
12	AFT NACELLE ACCESS DOORS	X	X	X	X	
13	LT WETBAY ACCESS PANEL	X	X	X	X	
14	RT WETBAY ACCESS PANEL	X	X	X	X	
15	IGNITION EXCITER PLUG ACCESS PANEL		X		X	
ALL PANELS INSPECTED BY:					DATE:	

ENGINE #4		INSPECTION				INSTALLED BY NAME & EMP #
PANELS		1	2	3	4	
1	LT PROP COWLING	X	X	X	X	
2	RT PROP COWLING	X	X	X	X	
3	LT SIDE LOWER COWLING	X	X	X	X	
4	RT SIDE LOWER COWLING	X	X	X	X	
5	LT SIDE UPPER COWLING	X	X	X	X	
6	RT SIDE UPPER COWLING	X	X	X	X	
7	BELLY PANEL	X	X	X	X	
8	CHIN SCOOP FOD PANEL	X	X	X	X	
9	LT GEARBOX ACCESS PANEL	X	X	X	X	
10	RT GEARBOX ACCESS PANEL	X	X	X	X	
11	ENGINE FUEL NOZZLE ACCESS PANEL-2EA	X	X	X	X	
12	AFT NACELLE ACCESS DOORS	X	X	X	X	
13	LT WETBAY ACCESS PANEL	X	X	X	X	
14	RT WETBAY ACCESS PANEL	X	X	X	X	
15	IGNITION EXCITER PLUG ACCESS PANEL		X		X	
ALL PANELS INSPECTED BY:					DATE:	

A/R		INSPECTION				INSTALLED BY NAME & EMP #
PANELS		1	2	3	4	
1	LT FWD MAIN LANDING GEAR INSPECTION WINDOW	X		X		
2	LT AFT MAIN LANDING GEAR INSPECTION WINDOW	X		X		
3	RT FWD MAIN LANDING GEAR INSPECTION WINDOW	X		X		
4	RT AFT MAIN LANDING GEAR INSPECTION WINDOW	X		X		
5	LT FWD MAIN LANDING GEAR SHOE ACCESS PANELS-2EA	X		X		
6	LT AFT MAIN LANDING GEAR SHOE ACCESS PANELS-2EA	X		X		
7	RT FWD MAIN LANDING GEAR SHOE ACCESS PANELS-2EA	X		X		
8	RT AFT MAIN LANDING GEAR SHOE ACCESS PANELS-2EA	X		X		
9	LT FWD MAIN LANDING GEAR VERTICAL TORQUE TUBE ACCESS PANEL	X		X		
10	LT AFT MAIN LANDING GEAR VERTICAL TORQUE TUBE ACCESS PANEL	X		X		
11	RT FWD MAIN LANDING GEAR VERTICAL TORQUE TUBE ACCESS PANEL	X		X		
12	RT AFT MAIN LANDING GEAR VERTICAL TORQUE TUBE ACCESS PANEL	X		X		
ALL PANELS INSPECTED BY:					DATE:	

HYDRAULICS		INSPECTION				INSTALLED BY NAME & EMP #
PANELS		1	2	3	4	
1	UTILITY SYSTEM ACCESS PANELS-2 EA	X	X	X	X	
2	BOOSTER SYSTEM ACCESS PANELS-2 EA	X	X	X	X	
ALL PANELS INSPECTED BY:					DATE:	

COMM/NAV		INSPECTION				INSTALLED BY NAME & EMP #
PANELS		1	2	3	4	
1	ELT ACCESS PANEL	X	X	X	X	
2	APN-59 RADAR RIGHT SPLASH GUARD	X	X	X	X	
3	ADF ANT ACCESS PNL	X	X	X	X	
4	RADAR JUNCTION BOX	X	X	X	X	
5	DVS DESSICANT ACCESS PNL	X	X	X	X	
6	INTERPHONE JUNCTION BOX COVER	X	X	X	X	
ALL PANELS INSPECTED BY:					DATE:	

ELECTROENVIRONMENTAL		INSPECTION				INSTALLED BY NAME & EMP #
PANELS		1	2	3	4	
1	FLIGHT DECK OUTFLOW VALVE ACCESS PANELS	X	X	X	X	
2	FLIGHT DECK AIR-CONDITIONER ACCESS PANEL	X	X	X	X	
3	ELECTRIC DISTRIBUTOR PANELS AT F.S 245 – 4 EA	X	X	X	X	
4	LH MLG FWD UPPER MUDGUARD PANEL (ATM)	X	X	X	X	
5	CARGO COMPARTMENT AC ACCESS PANEL	X	X	X	X	
ALL PANELS INSPECTED BY:					DATE:	

GUIDANCE AND CONTROL SYSTEMS		INSPECTION				INSTALLED BY NAME & EMP #
PANELS		1	2	3	4	
1	CO- PILOT'S CONTROL COLUMN CHAIN ACCESS PANELS	X	X	X	X	
2	PILOT'S CONTROL COLUMN CHAIN ACCESS PANELS	X	X	X	X	
3	LT WING FLUX VALVE ACCESS PANEL	X	X	X	X	
4	RT WING FLUX VALVE ACCESS PANEL	X	X	X	X	
ALL PANELS INSPECTED BY:					DATE:	

SCOTT P. GOODWIN, Colonel, USAF
Commander